WORQS

WSU Online Faculty & Administrative Professional Review and Query System

https://worqs.wsu.edu/

Contact: Brandon Burch, bmburch@wsu.edu, 509-335-5516

User's Manual

WORQS (WSU Online Review and Query System) is Washington State University's standardized Web-based procedure for faculty to self-report information for their annual review. The system was designed, developed, and tested by Extension Communication and Education Support in the College of Agricultural, Human, and Natural Resource Sciences.

To access the forms you need a WSU network ID and password enabled for Active Directory. If you do not have an Active Directory-enabled network ID, or if you do not know your net ID or password, see http://www.wsu.edu/Nid/. You may also call 509-335-3663; choose option #2 from the phone menu options.

Review Processes

WORQS is intended for use with the Faculty Review Process. The Faculty Review processes are in accordance with the Provost Annual Review Guideline, Faculty Manual and BPPM 60.55

WORQS may also be used for Administrative Professional Reviews. The Administrative Professional review processes are in accordance with the Provost Annual Review Guideline, Administrative Professional Handbook, and BPPM 60.55

Faculty Maual Section III, d.3
Administrative Professional Handbook
BPPM 60.55

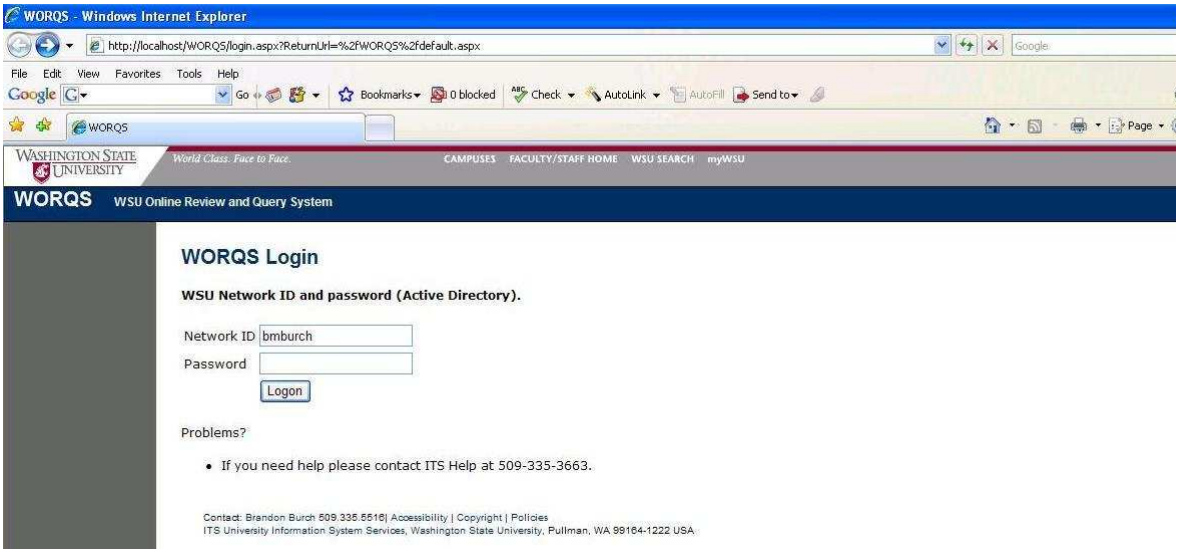
- Questions regarding the review processes for Faculty should be directed to Office of Provost provost.wsu.edu Phone: 509-335-5581

- Questions regarding Administrative Professional review processes can be directed to Human Resource Services www.hrs.wsu.edu
  - o Pullman – 509-335-4521
  - o Tri-Cities – 509-372-7302
  - o Spokane – 509-358-7740
  - o Vancouver – 360-546-9094

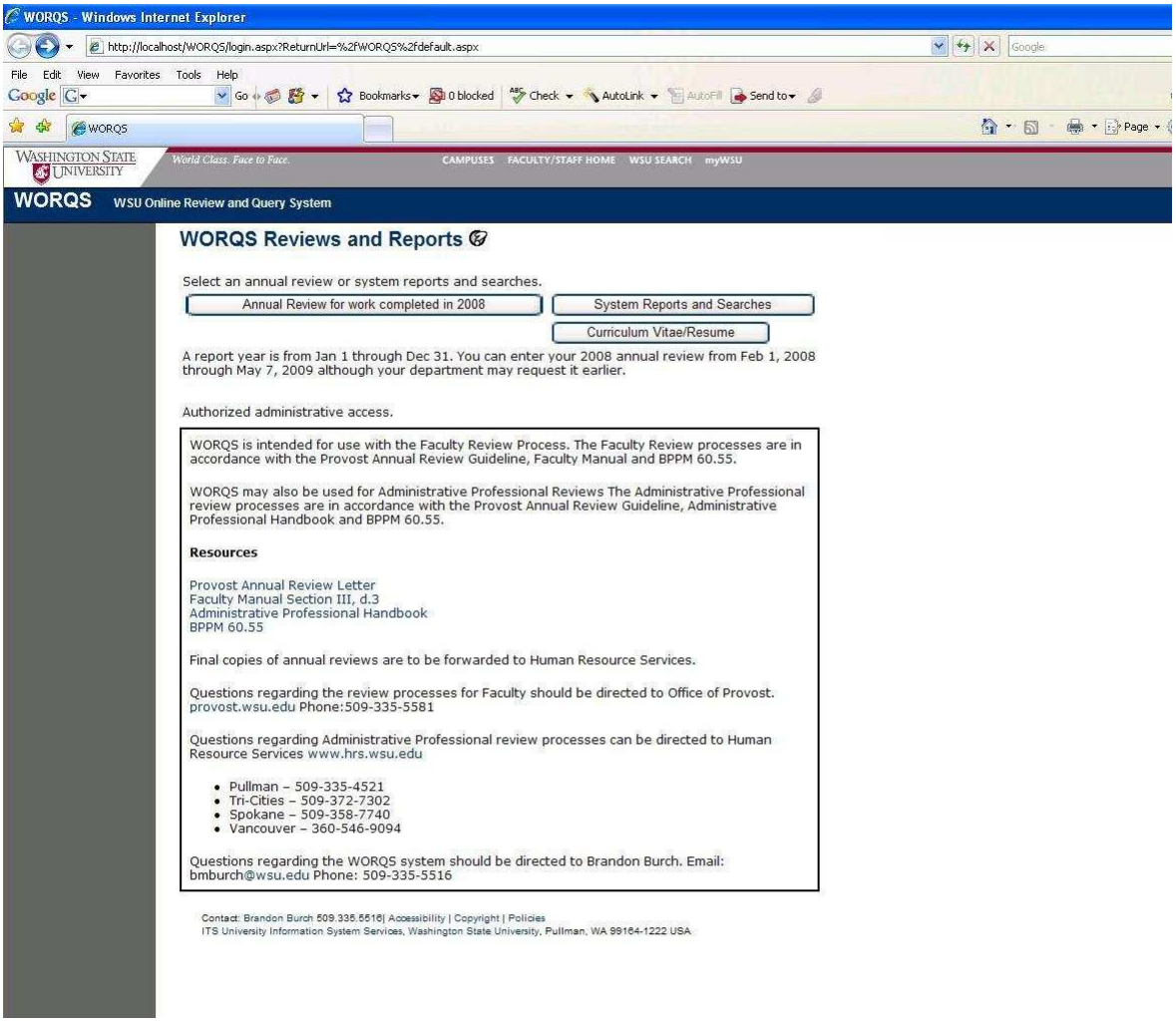
- Questions regarding the WORQS system should be directed to Brandon Burch. Email: bmburch@wsu.edu Phone: 509-335-5516

Getting Started
Open a browser. Enter the address; **`https://worqs.wsu.edu`**. This is a secure server, so do not forget the '**`s`**' in the '**`https://`**' portion of the URL.

The Network ID (NID) is WSU AD identification you use to get your email. Your email address will not work. The password you entered when you applied for your account.


WORQS - Windows Internet Explorer
http://localhost/WORQS/login.aspx?ReturnUrl=%2fWORQS%2fdefault.aspx
WORQS
WSU Online Review and Query System
WORQS Login
WSU Network ID and password (Active Directory).
Network ID bmburch
Password
Logon
Problems?
If you need help please contact ITS Help at 509-335-3663.
Contact: Brandon Burch 509.335.5516| Accessibility | Copyright | Policies
ITS University Information System Services, Washington State University, Pullman, WA 99164-1222 USA

Your First Report
After you logon for the first time, you will need to create an annual review for the current report year. Select the button labeled "Begin 20XX Review", where the "XX" is the current year. In subsequent logons, the button will be replaced with one labeled as shown in the image to the right. After January 31st, you will see a button that will copy portions of your existing review into a review for the next year. Click this button to start an annual review for a new year. However, you should not start a new report until you have completed the current year's review.

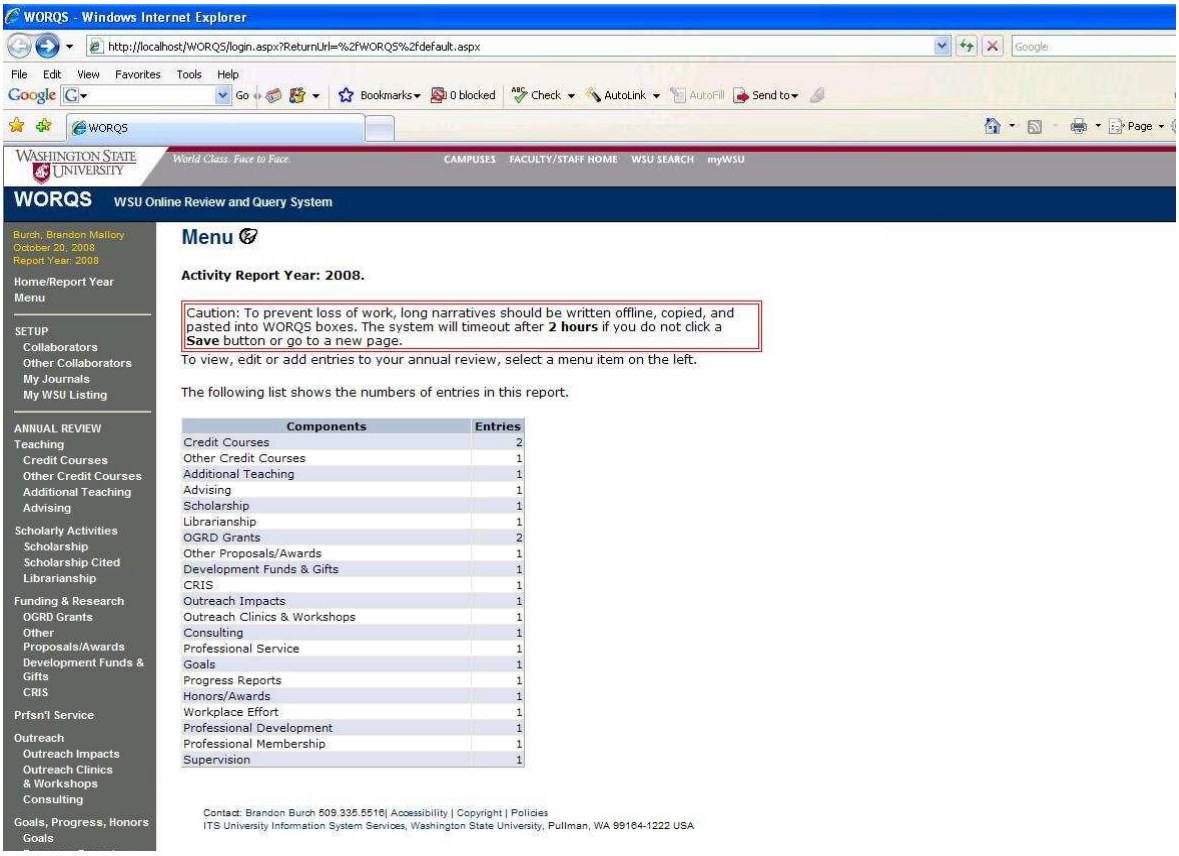

WORQS - Windows Internet Explorer
http://localhost/WORQS/login.aspx?ReturnUrl=%2fWORQS%2fdefault.aspx
WORQS
WSU Online Review and Query System
WORQS Reviews and Reports
Select an annual review or system reports and searches.
Annual Review for work completed in 2008
System Reports and Searches
Curriculum Vitae/Resume
A report year is from Jan 1 through Dec 31. You can enter your 2008 annual review from Feb 1, 2008 through May 7, 2009 although your department may request it earlier.
Authorized administrative access.
WORQS is intended for use with the Faculty Review Process. The Faculty Review processes are in accordance with the Provost Annual Review Guideline, Faculty Manual and BPPM 60.55.
WORQS may also be used for Administrative Professional Reviews The Administrative Professional review processes are in accordance with the Provost Annual Review Guideline, Administrative Professional Handbook and BPPM 60.55.
Resources
Provost Annual Review Letter
Faculty Manual Section III, d.3
Administrative Professional Handbook
BPPM 60.55
Final copies of annual reviews are to be forwarded to Human Resource Services.
Questions regarding the review processes for Faculty should be directed to Office of Provost. provost.wsu.edu Phone:509-335-5581
Questions regarding Administrative Professional review processes can be directed to Human Resource Services www.hrs.wsu.edu
Pullman – 509-335-4521
Tri-Cities – 509-372-7302
Spokane – 509-358-7740
Vancouver – 360-546-9094
Questions regarding the WORQS system should be directed to Brandon Burch. Email: bmburch@wsu.edu Phone: 509-335-5516
Contact: Brandon Burch 509.335.5516| Accessibility | Copyright | Policies
ITS University Information System Services, Washington State University, Pullman, WA 99164-1222 USA

Component & Menu Page

All WORQS components are listed on the left side of the online panel, as well as at the end of this document. Not all components are applicable to every person or department. Select a component to add new information, edit existing information, or delete an entry. The table on the Menu page shows the number of entries you have for each component.

Help

The help icon on each page provides online, context-sensitive help. The help link on the toolbar provides help for all program components.


WORQS - Windows Internet Explorer
http://localhost/WORQS/login.aspx?ReturnUrl=%2fWORQS%2fdefault.aspx
WORQS
WASHINGTON STATE UNIVERSITY
World Class. Face to Face.
CAMPUSES FACULTY/STAFF HOME WSU SEARCH myWSU
WORQS WSU Online Review and Query System
Burch, Brandon Mallory
October 20, 2008
Report Year: 2008
Home/Report Year Menu
SETUP
Collaborators
Other Collaborators
My Journals
My WSU Listing
ANNUAL REVIEW
Teaching
Credit Courses
Other Credit Courses
Additional Teaching
Advising
Scholarly Activities
Scholarship
Scholarship Cited
Librarianship
Funding & Research
OGRD Grants
Other Proposals/Awards
Development Funds & Gifts
CRIS
Prfsn'l Service
Outreach
Outreach Impacts
Outreach Clinics & Workshops
Consulting
Goals, Progress, Honors
Goals
Menu
Activity Report Year: 2008.
Caution: To prevent loss of work, long narratives should be written offline, copied, and pasted into WORQS boxes. The system will timeout after 2 hours if you do not click a Save button or go to a new page.
To view, edit or add entries to your annual review, select a menu item on the left.
The following list shows the numbers of entries in this report.
Components | Entries
Credit Courses | 2
Other Credit Courses | 1
Additional Teaching | 1
Advising | 1
Scholarship | 1
Librarianship | 1
OGRD Grants | 2
Other Proposals/Awards | 1
Development Funds & Gifts | 1
CRIS | 1
Outreach Impacts | 1
Outreach Clinics & Workshops | 1
Consulting | 1
Professional Service | 1
Goals | 1
Progress Reports | 1
Honors/Awards | 1
Workplace Effort | 1
Professional Development | 1
Professional Membership | 1
Supervision | 1
Contact: Brandon Burch 509.335.5516| Accessibility | Copyright | Policies
ITS University Information System Services, Washington State University, Pullman, WA 99164-1222 USA

Suggestions & General Information

Your must save your work on each page that provides a save button. There are no pop-up windows to remind you to save your work before you select another component. If you do not save entries or changes, you will lose you work. Save buttons are generally located at the bottom of each page.

Asterisks (*) indicate required information.

If you have a large amount of text to enter in a box, we recommend you use a word processor to compose the text. Save the entry, and then copy and paste the text from your document to the box on the WORQS screen. Font changes, underlining, italics, etc. are not preserved. You can use the word processor spell checker prior to copying the text. Also, if you have the text in another document, you will have it available if the system fails for any reason.

There is a **Spell Check** link in the tool bar near the top of the page. This will check the spelling of words in the boxes. It is similar to spell checkers in other programs in that it provides a list from which you can replace misspelled words. Save your changes if you make corrections with the spell checker. **Note: this does not work with Netscape browsers.**

The **sequence number field** (#) on many components allows you to set the order in which individual component entries are listed in the final report. Sequences must be numeric. You may use decimal numbers. This is an optional field. If used, unnumbered entries are listed before numbered entries.

If you add **co-authors**, **team members**, or **collaborators**, the entry will be automatically included in each collaborator's review. If you do not wish to be included on an entry added by someone else, you will be able to remove your name from the entry. This will remove the entry from your annual review. When there are collaborators, there is only one record in the database.

Each collaborator's review accesses and includes the record. If any collaborator makes a change to an entry, the change will appear in each collaborator's final annual review. This does not apply to fields labeled "Individual Comments/Contributions" and "Individual % Contribution". These are fields that each collaborator has and only he or she can edit and view.

You cannot delete entries added by WSU entities, such as **credit courses**, **OGRD grants**, and **CRIS**. You can delete entries you added to the system.

Setup

Collaborators

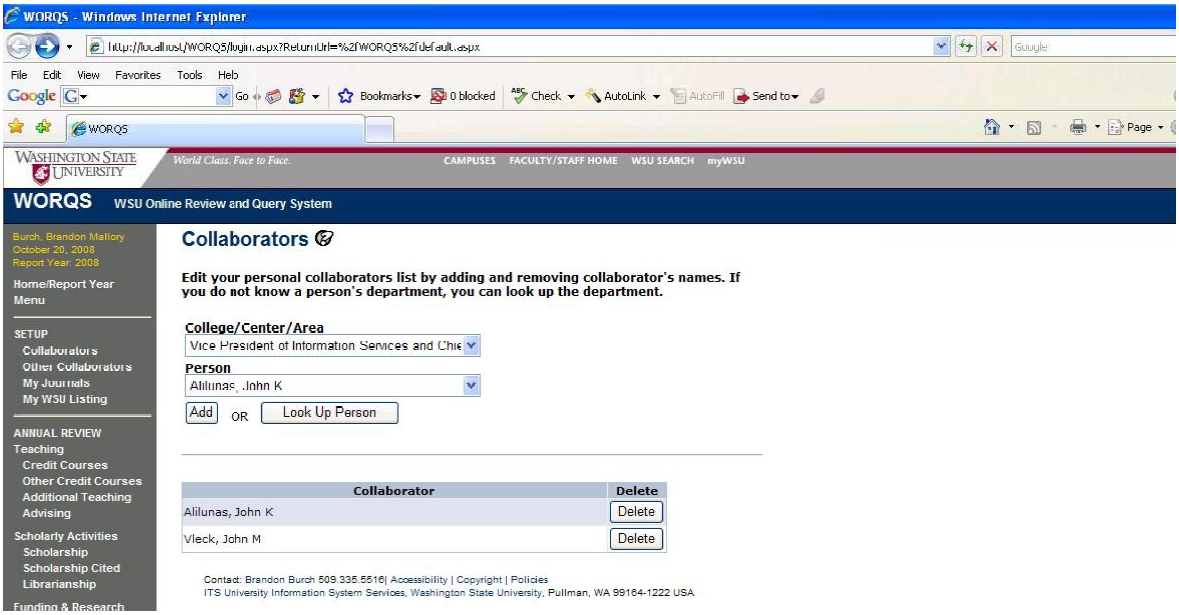
Collaborators are faculty and administrative professional colleagues within the university who you may include as collaborators, coauthors, or team members in scholarly activities, Extension activities, or grants and research.

Other collaborators are colleagues NOT included in the above group, but whom you may also include as collaborators, co-authors, or team members in scholarly activities, Extension activities or grants and research.

You must add collaborators or other collaborators to your lists before you can add them as collaborators, co-authors, or team members within this system's components.

When you add WSU collaborators, the entry is automatically included on the collaborators' annual review. See online help for more information on collaborators and other collaborators.

WORQS - Windows Internet Explorer
WASHINGTON STATE UNIVERSITY
World Class. Face to Face.
CAMPUSES FACULTY/STAFF HOME WSU SEARCH myWSU
WORQS WSU Online Review and Query System
Collaborators
Edit your personal collaborators list by adding and removing collaborator's names. If you do not know a person's department, you can look up the department.
College/Center/Area
Person
Add OR Look Up Person
Contact: Brandon Burch 509.335.5516| Accessibility | Copyright | Policies
ITS University Information System Services, Washington State University, Pullman, WA 99164-1222 USA


WORQS - Windows Internet Explorer
WASHINGTON STATE UNIVERSITY
World Class. Face to Face.
CAMPUSES FACULTY/STAFF HOME WSU SEARCH myWSU
WORQS WSU Online Review and Query System
Collaborators
Edit your personal collaborators list by adding and removing collaborator's names. If you do not know a person's department, you can look up the department.
College/Center/Area
Person
Add OR Look Up Person
Collaborator
Delete
Alilunas, John K
Delete
Vleck, John M
Delete
Contact: Brandon Burch 509.335.5516| Accessibility | Copyright | Policies
ITS University Information System Services, Washington State University, Pullman, WA 99164-1222 USA

Other Collaborators
Other collaborators are colleagues, other than the faculty or administrative professionals within the university, which may, or may not, be connected to the university.

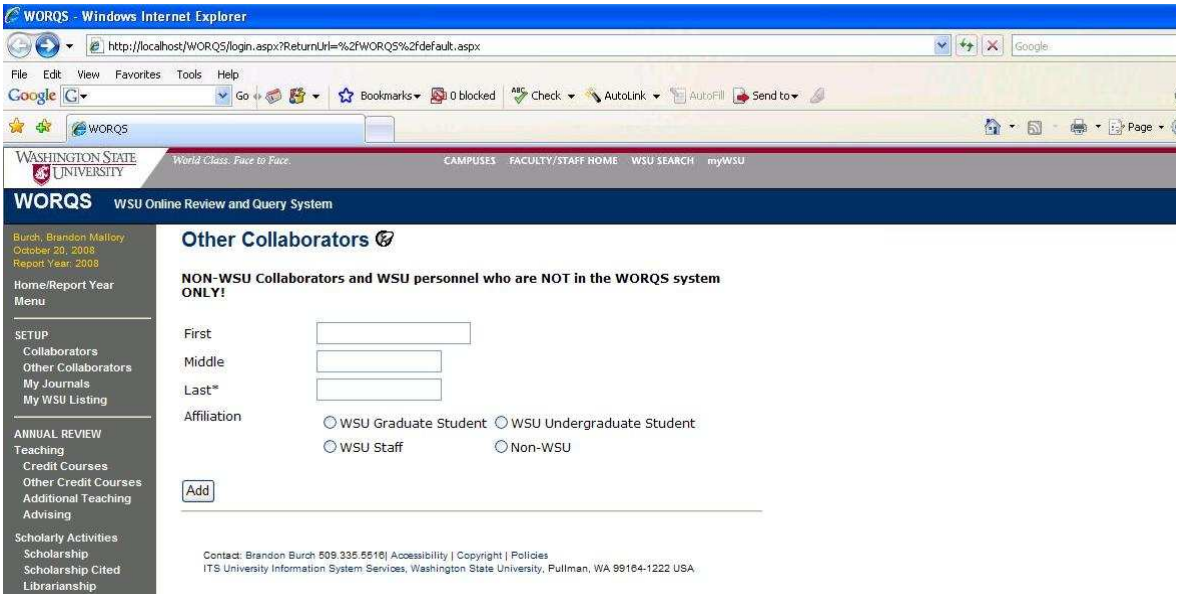
You must add other collaborators to your list for it to be available within the system's components.

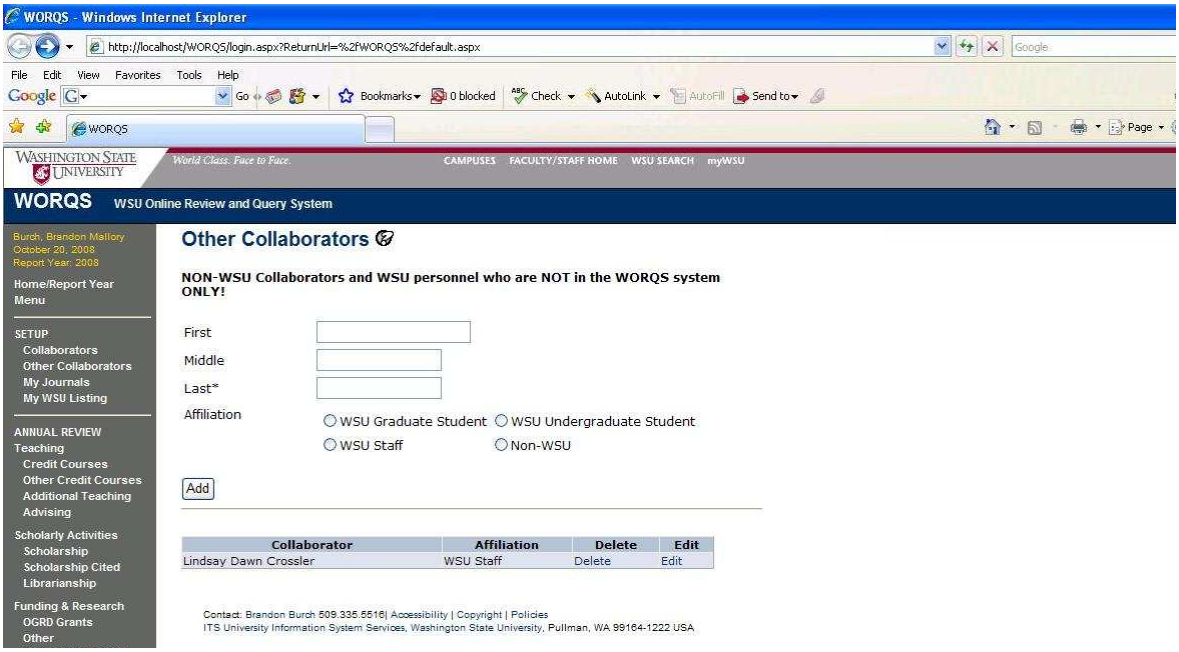
To add a new collaborator, enter the name in the appropriate boxes and click **Add** button. If the collaborator is a committee, you may enter the committee name in the last name box.

To remove a person's name from your list of collaborators:

- Click the **Delete** link next to the name.
- Confirm your request when the confirmation window pops up.

Deleting a collaborator WILL delete the collaborator's name from any entry to which you have added.





My Journals
If you intend to add journal articles to your scholarship activities, you will need to save the names of journals to which you submit articles. Use this page to look up and save journal names, which will allow administrators to search and list specific journals in which faculty publish.

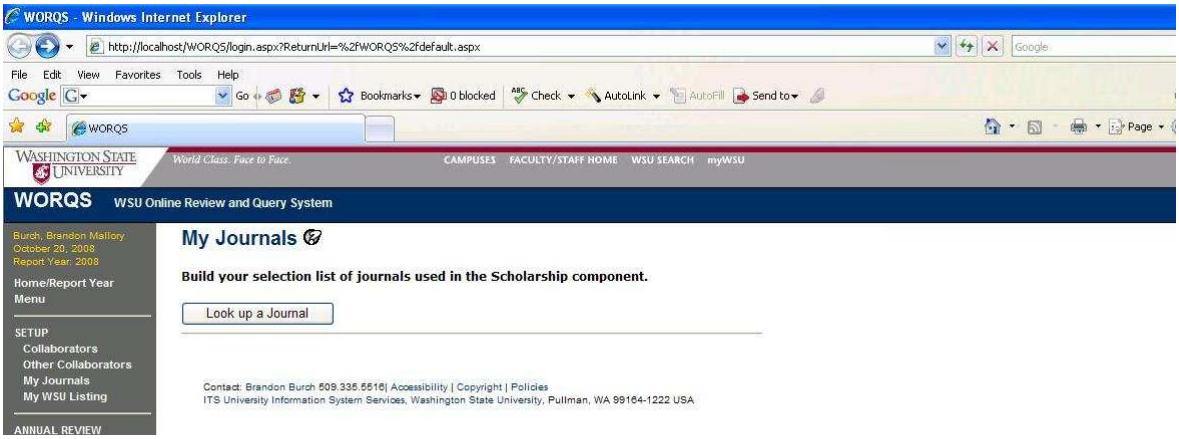
Click the **Look up a Journal** button.

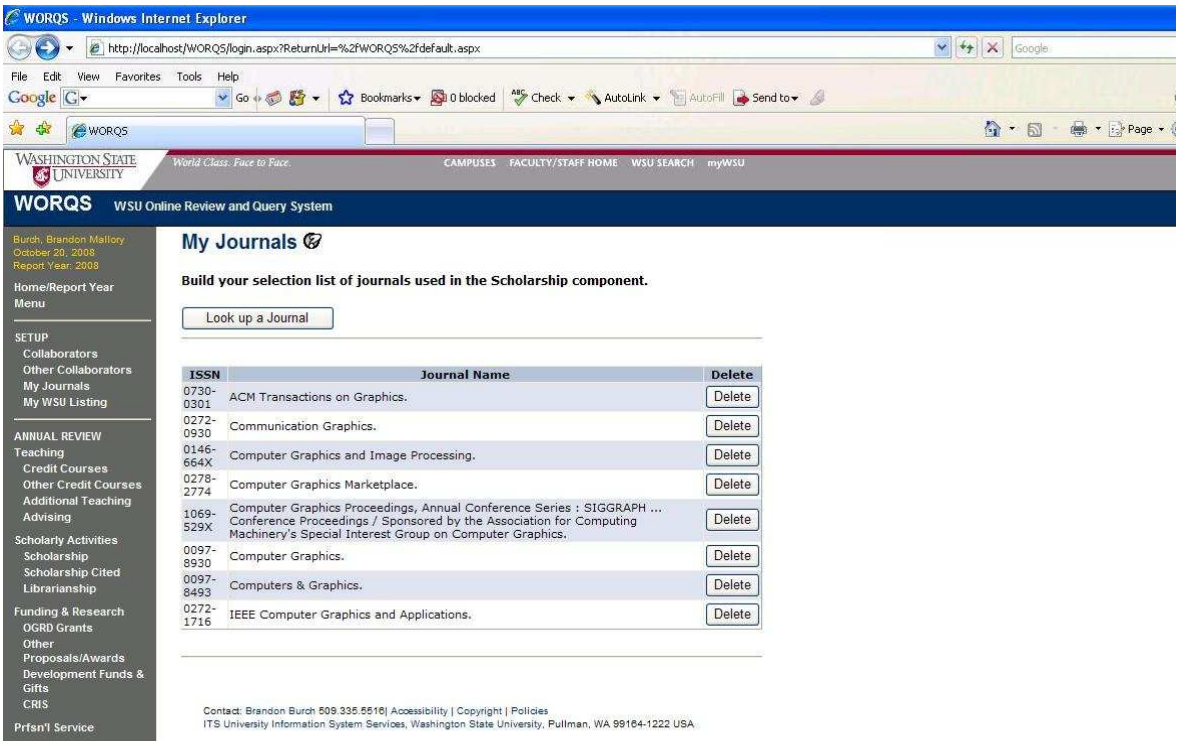
Choose to search by title or ISSN.

Enter the title or ISSN and click **Search**.

Click the check boxes next to the journals you want to add. Then click the **Add** button.

If another person adds you as a co-author to a journal that is not on your list, the journal will be automatically added to your list.

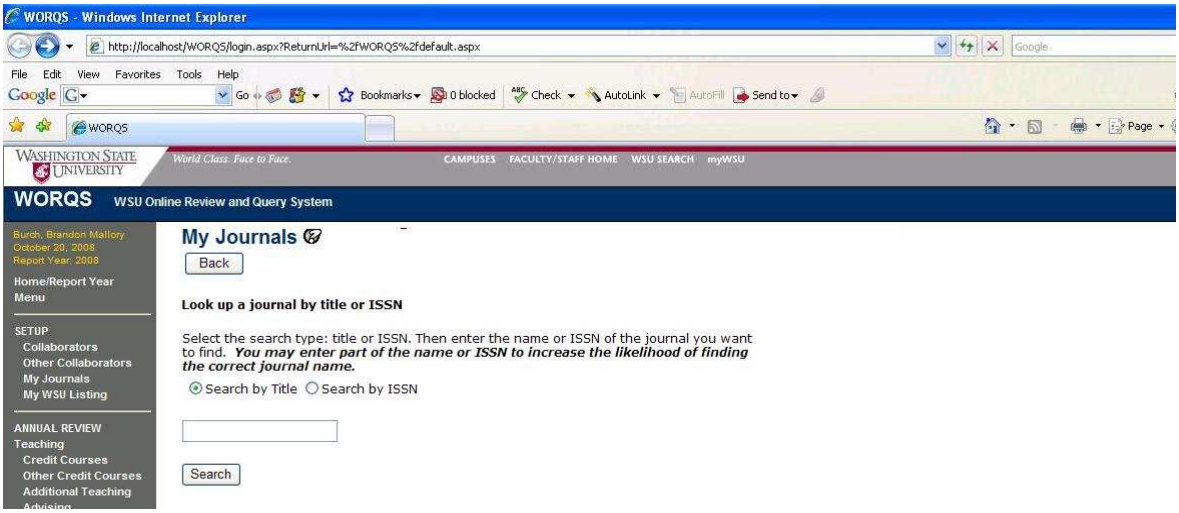

WORQS - Windows Internet Explorer
http://localhost/WORQS/login.aspx?ReturnUrl=%2fWORQS%2fdefault.aspx
WASHINGTON STATE UNIVERSITY
World Class. Face to Face.
CAMPUSES FACULTY/STAFF HOME WSU SEARCH myWSU
WORQS WSU Online Review and Query System
Burch, Brandon Mallory
October 20, 2008
Report Year: 2008
Home/Report Year Menu
SETUP
Collaborators
Other Collaborators
My Journals
My WSU Listing
ANNUAL REVIEW
My Journals
Build your selection list of journals used in the Scholarship component.
Look up a Journal
Contact: Brandon Burch 509.335.5516| Accessibility | Copyright | Policies
ITS University Information System Services, Washington State University, Pullman, WA 99164-1222 USA


WORQS - Windows Internet Explorer
http://localhost/WORQS/login.aspx?ReturnUrl=%2fWORQS%2fdefault.aspx
WASHINGTON STATE UNIVERSITY
World Class. Face to Face.
CAMPUSES FACULTY/STAFF HOME WSU SEARCH myWSU
WORQS WSU Online Review and Query System
Burch, Brandon Mallory
October 20, 2008
Report Year: 2008
Home/Report Year Menu
SETUP
Collaborators
Other Collaborators
My Journals
My WSU Listing
ANNUAL REVIEW
Teaching
Credit Courses
Other Credit Courses
Additional Teaching
Advising
Scholarly Activities
Scholarship
Scholarship Cited
Librarianship
Funding & Research
OGRD Grants
Other Proposals/Awards
Development Funds & Gifts
CRIS
Prfsn'l Service
My Journals
Build your selection list of journals used in the Scholarship component.
Look up a Journal
ISSN
Journal Name
Delete
0730-0301 ACM Transactions on Graphics. Delete
0272-0930 Communication Graphics. Delete
0146-664X Computer Graphics and Image Processing. Delete
0278-2774 Computer Graphics Marketplace. Delete
1069-529X Computer Graphics Proceedings, Annual Conference Series : SIGGRAPH ... Conference Proceedings / Sponsored by the Association for Computing Machinery's Special Interest Group on Computer Graphics. Delete
0097-8930 Computer Graphics. Delete
0097-8493 Computers & Graphics. Delete
0272-1716 IEEE Computer Graphics and Applications. Delete
Contact: Brandon Burch 509.335.5516| Accessibility | Copyright | Policies
ITS University Information System Services, Washington State University, Pullman, WA 99164-1222 USA

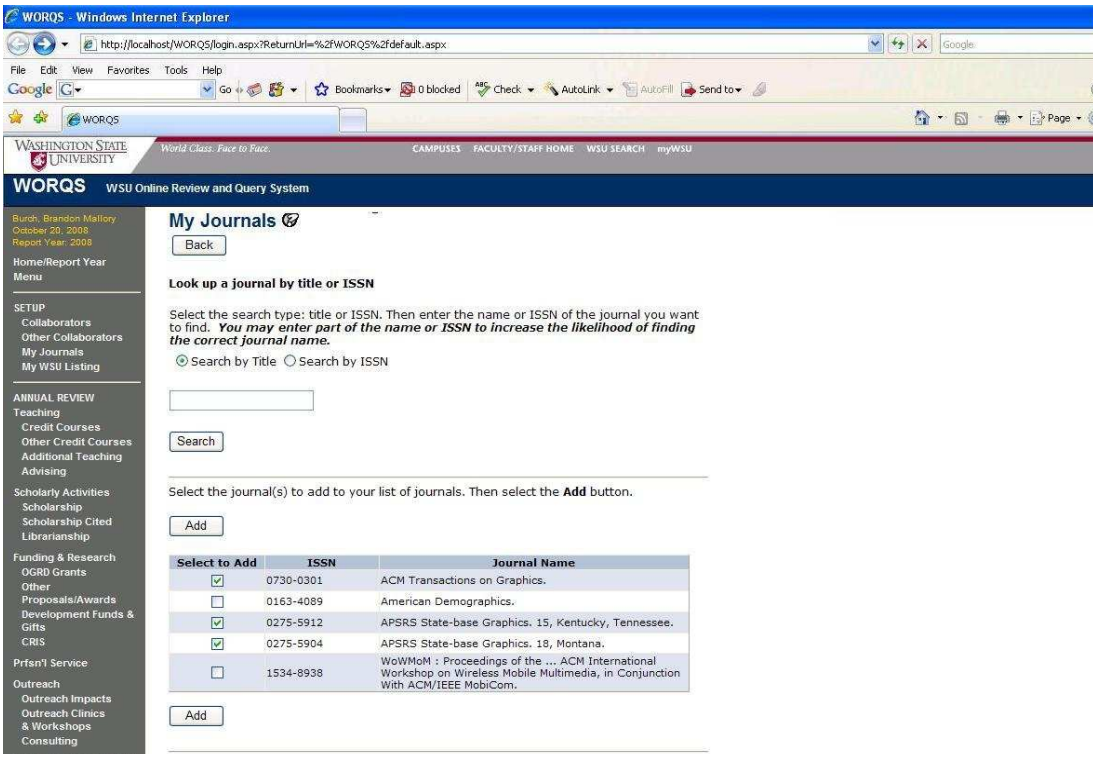
Click the Look up a Journal button.

Choose to search by title or ISSN.

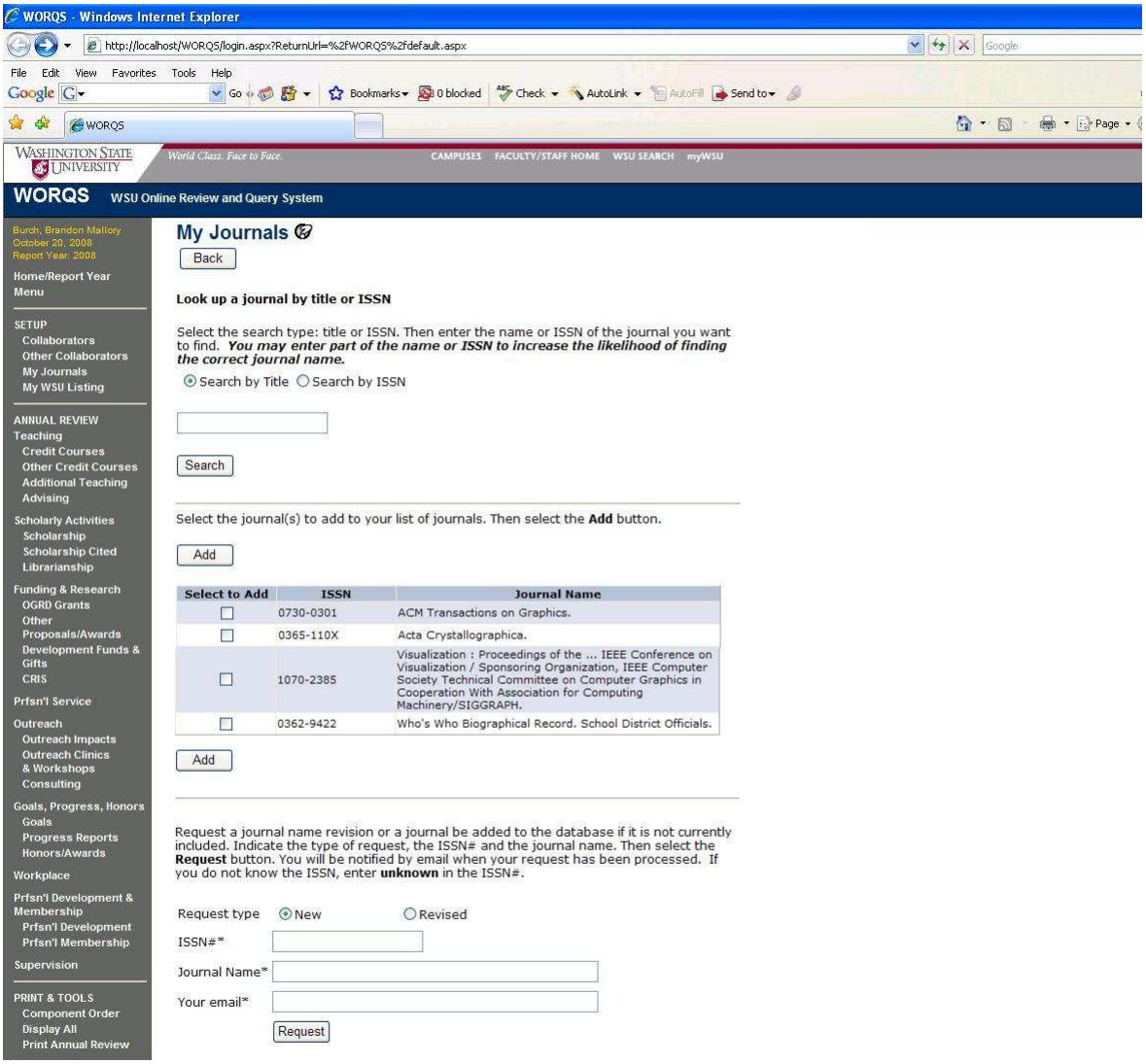
Enter the title or ISSN and click Search.


WORQS - Windows Internet Explorer
http://localhost/WORQS/login.aspx?ReturnUrl=%2fWORQS%2fdefault.aspx
WASHINGTON STATE UNIVERSITY
World Class. Face to Face.
CAMPUSES FACULTY/STAFF HOME WSU SEARCH myWSU
WORQS WSU Online Review and Query System
Burch, Brandon Mallory
October 20, 2008
Report Year: 2008
Home/Report Year Menu
SETUP
Collaborators
Other Collaborators
My Journals
My WSU Listing
ANNUAL REVIEW
Teaching
Credit Courses
Other Credit Courses
Additional Teaching
My Journals
Back
Look up a journal by title or ISSN
Select the search type: title or ISSN. Then enter the name or ISSN of the journal you want to find. You may enter part of the name or ISSN to increase the likelihood of finding the correct journal name.
Search by Title
Search by ISSN
Search

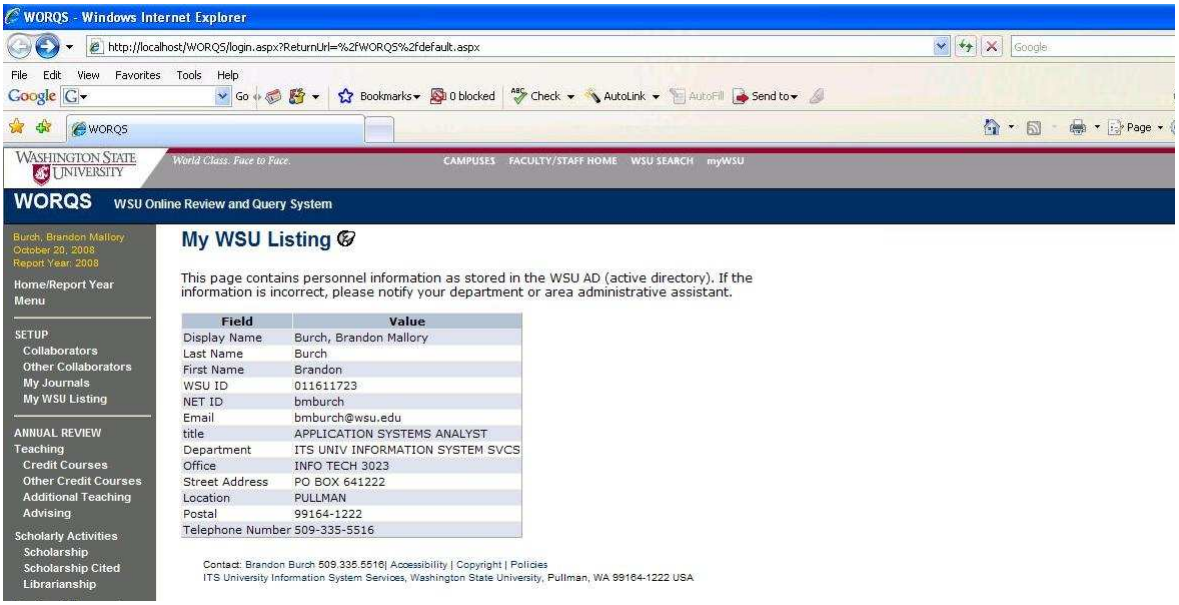
Click the check boxes next to the journals you want to add to your list. Then click the Add button.


WORQS - Windows Internet Explorer
http://localhost/WORQS/login.aspx?ReturnUrl=%2fWORQS%2fdefault.aspx
WASHINGTON STATE UNIVERSITY
World Class. Face to Face.
CAMPUSES FACULTY/STAFF HOME WSU SEARCH myWSU
WORQS WSU Online Review and Query System
My Journals
Back
Look up a journal by title or ISSN
Select the search type: title or ISSN. Then enter the name or ISSN of the journal you want to find. You may enter part of the name or ISSN to increase the likelihood of finding the correct journal name.
Search by Title
Search by ISSN
Search
Select the journal(s) to add to your list of journals. Then select the Add button.
Add
Select to Add
ISSN
Journal Name
0730-0301
ACM Transactions on Graphics.
0163-4089
American Demographics.
0275-5912
APSRS State-base Graphics. 15, Kentucky, Tennessee.
0275-5904
APSRS State-base Graphics. 18, Montana.
1534-8938
WoWMoM : Proceedings of the ... ACM International Workshop on Wireless Mobile Multimedia, in Conjunction With ACM/IEEE MobiCom.
Add

If a journal is not listed among the journals in the database, you can request the journal be added to the database. Enter the information in the section at the bottom of the page.


WORQS - Windows Internet Explorer
http://localhost/WORQS/login.aspx?ReturnUrl=%2fWORQS%2fdefault.aspx
WASHINGTON STATE UNIVERSITY
World Class. Face to Face.
CAMPUSES FACULTY/STAFF HOME WSU SEARCH myWSU
WORQS WSU Online Review and Query System
Burch, Brandon Mallory
October 20, 2008
Report Year: 2008
Home/Report Year Menu
SETUP
Collaborators
Other Collaborators
My Journals
My WSU Listing
ANNUAL REVIEW
Teaching
Credit Courses
Other Credit Courses
Additional Teaching
Advising
Scholarly Activities
Scholarship
Scholarship Cited
Librarianship
Funding & Research
OGRD Grants
Other Proposals/Awards
Development Funds & Gifts
CRIS
Prfsn'l Service
Outreach
Outreach Impacts
Outreach Clinics & Workshops
Consulting
Goals, Progress, Honors
Goals
Progress Reports
Honors/Awards
Workplace
Prfsn'l Development & Membership
Prfsn'l Development
Prfsn'l Membership
Supervision
PRINT & TOOLS
Component Order
Display All
Print Annual Review
My Journals
Back
Look up a journal by title or ISSN
Select the search type: title or ISSN. Then enter the name or ISSN of the journal you want to find. You may enter part of the name or ISSN to increase the likelihood of finding the correct journal name.
Search by Title
Search by ISSN
Search
Select the journal(s) to add to your list of journals. Then select the Add button.
Add
Select to Add
ISSN
Journal Name
0730-0301
ACM Transactions on Graphics.
0365-110X
Acta Crystallographica.
1070-2385
Visualization : Proceedings of the ... IEEE Conference on Visualization / Sponsoring Organization, IEEE Computer Society Technical Committee on Computer Graphics in Cooperation With Association for Computing Machinery/SIGGRAPH.
0362-9422
Who's Who Biographical Record. School District Officials.
Add
Request a journal name revision or a journal be added to the database if it is not currently included. Indicate the type of request, the ISSN# and the journal name. Then select the Request button. You will be notified by email when your request has been processed. If you do not know the ISSN, enter unknown in the ISSN#.
Request type
New
Revised
ISSN#*
Journal Name*
Your email*
Request

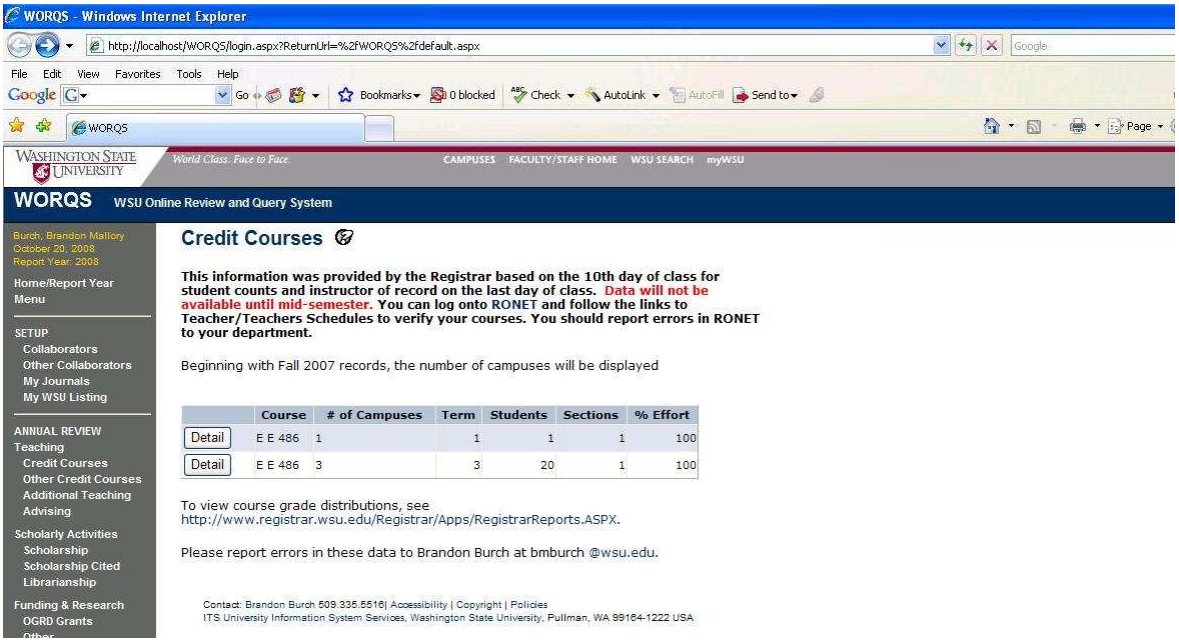
My WSU Listing
This is the information stored in the WSU databases. If it is not correct, you need to contact your departmental administrative assistance to request a personnel listing change.



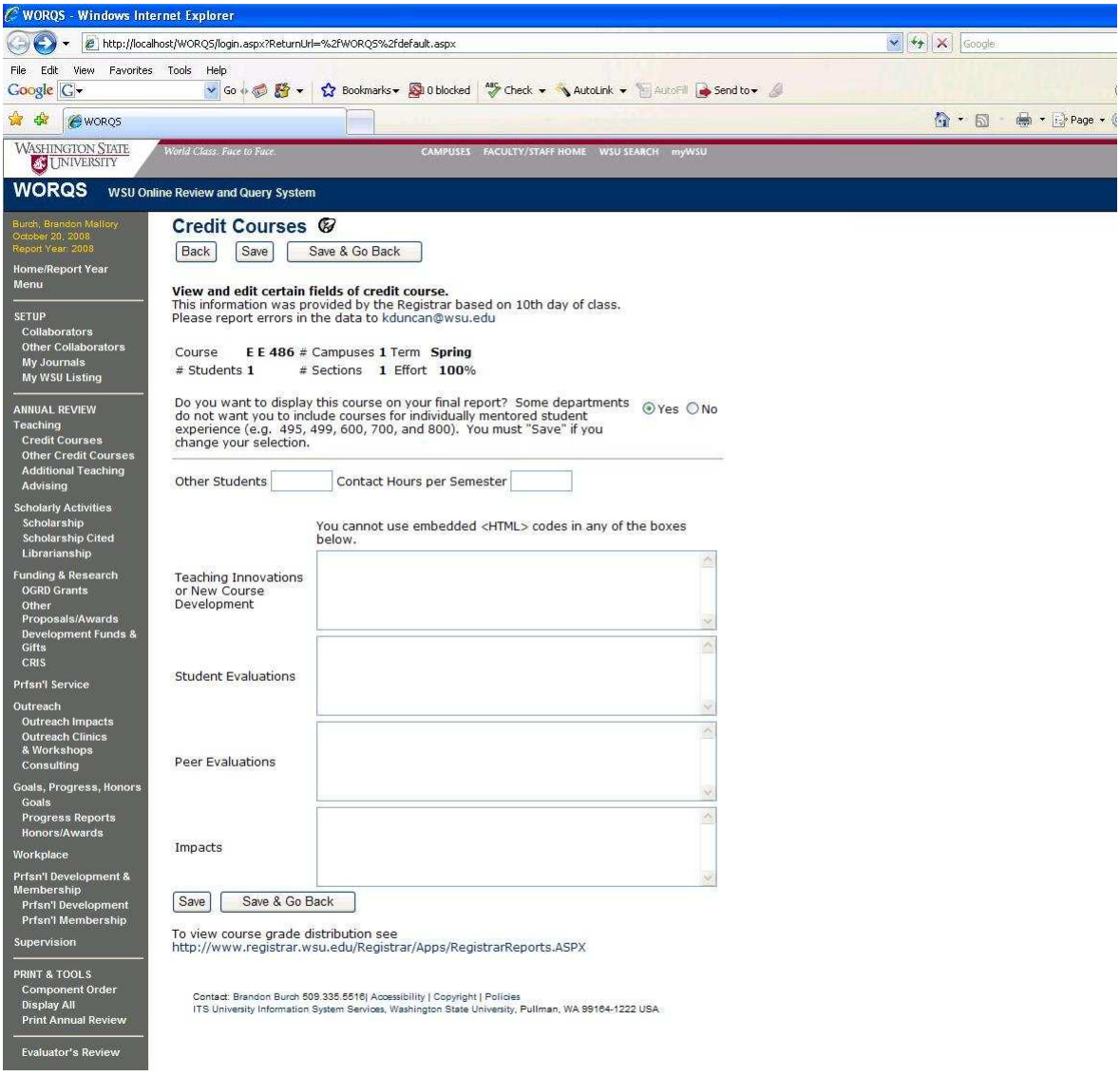
Teaching

Credit Courses

Credit course information from the 10th day of class is downloaded from the Registrar's Office. If you taught credit courses, your classes should be listed on this page. Errors can be reported to your departmental administrative assistant, or the WORQS system administrator. Even though the information is for the 10th day of class, the Registrar's Office is working on the data throughout the semester, the most accurate data is not available until two-thirds the way into the semester. To view the complete listing and add information, click the **Detail** button.

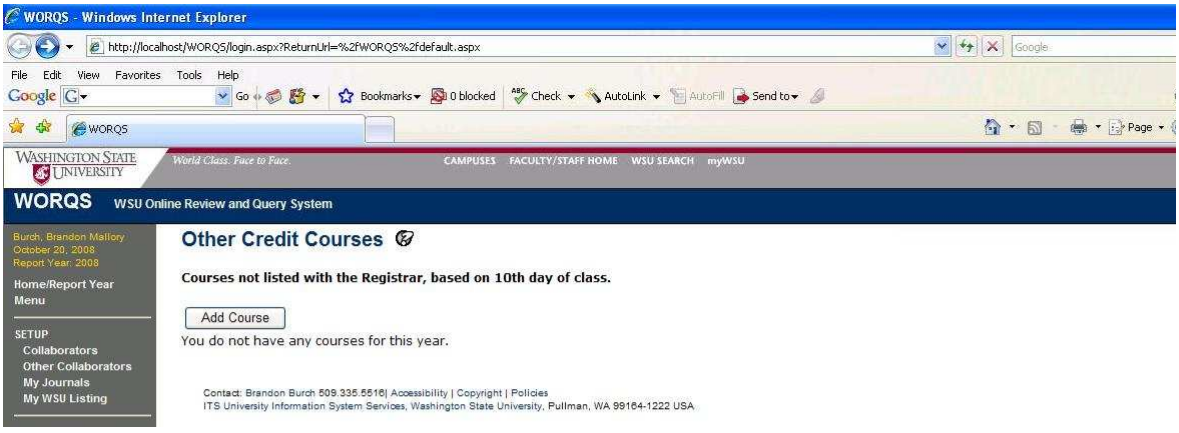

WORQS - Windows Internet Explorer
http://localhost/WORQS/login.aspx?ReturnUrl=%2fWORQS%2fdefault.aspx
File Edit View Favorites Tools Help
WORQS
Washington State University
World Class. Face to Face.
CAMPUSES FACULTY/STAFF HOME WSU SEARCH myWSU
WORQS WSU Online Review and Query System
Burch, Brandon Mallory
October 20, 2008
Report Year: 2008
Home/Report Year Menu
SETUP
Collaborators
Other Collaborators
My Journals
My WSU Listing
ANNUAL REVIEW
Teaching
Credit Courses
Other Credit Courses
Additional Teaching
Advising
Scholarly Activities
Scholarship
Scholarship Cited
Librarianship
Funding & Research
OGRD Grants
Credit Courses
This information was provided by the Registrar based on the 10th day of class for student counts and instructor of record on the last day of class. Data will not be available until mid-semester. You can log onto RONET and follow the links to Teacher/Teachers Schedules to verify your courses. You should report errors in RONET to your department.
Beginning with Fall 2007 records, the number of campuses will be displayed
Course # of Campuses Term Students Sections % Effort
Detail E E 486 1 1 1 1 100
Detail E E 486 3 3 20 1 100
To view course grade distributions, see http://www.registrar.wsu.edu/Registrar/Apps/RegistrarReports.ASPX.
Please report errors in these data to Brandon Burch at bmburch @wsu.edu.
Contact: Brandon Burch 509.335.5516| Accessibility | Copyright | Policies
ITS University Information System Services, Washington State University, Pullman, WA 99164-1222 USA

Additional information includes number of other students (audits, University of Idaho), contact hours, innovations, evaluations and impacts. Not all colleges require innovations, evaluations, and impacts. Contact hours are the number of actual hours of scheduled class/lab time per term multiplied the number of weeks and official enrollment to give a quantitative indication of instructional productivity. They do not include commuting time, office hours, advising, or prep time.



Other Credit Courses

If you taught a course that was NOT included in your credit course list, use this component to add the course information. The information is the same as "Credit Course". You will need to add the course prefix, course, number, etc.


WORQS - Windows Internet Explorer
http://localhost/WORQS/login.aspx?ReturnUrl=%2fWORQS%2fdefault.aspx
WASHINGTON STATE UNIVERSITY
World Class. Face to Face.
CAMPUSES FACULTY/STAFF HOME WSU SEARCH myWSU
WORQS WSU Online Review and Query System
Burch, Brandon Mallory
October 20, 2008
Report Year: 2008
Home/Report Year Menu
SETUP
Collaborators
Other Collaborators
My Journals
My WSU Listing
Other Credit Courses
Courses not listed with the Registrar, based on 10th day of class.
Add Course
You do not have any courses for this year.
Contact: Brandon Burch 509.335.5516| Accessibility | Copyright | Policies
ITS University Information System Services, Washington State University, Pullman, WA 99164-1222 USA

Course Prefix -- as listed in the General Course Catalog.

Course Number -- as listed in the General Course Catalog

Lab --enter an L if this is a lab course. If you also teach a non-lab section for this course, add a separate entry.

Term -- Choose Spring, Summer, or Fall. You will need a separate entry for each term taught.

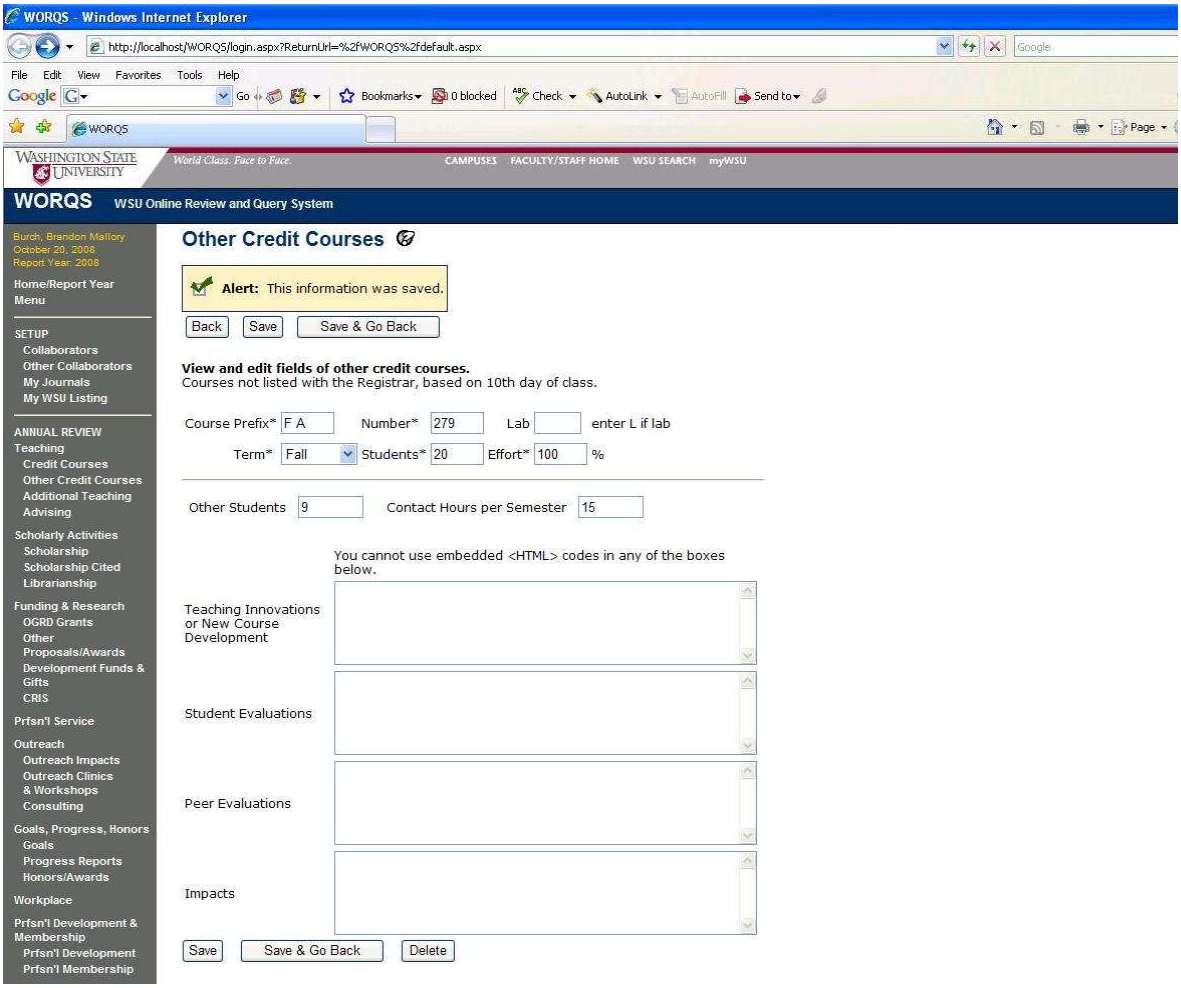
Students -- number of students enrolled on the 10th day of class.

Effort -- the percent responsibility you had for this course.

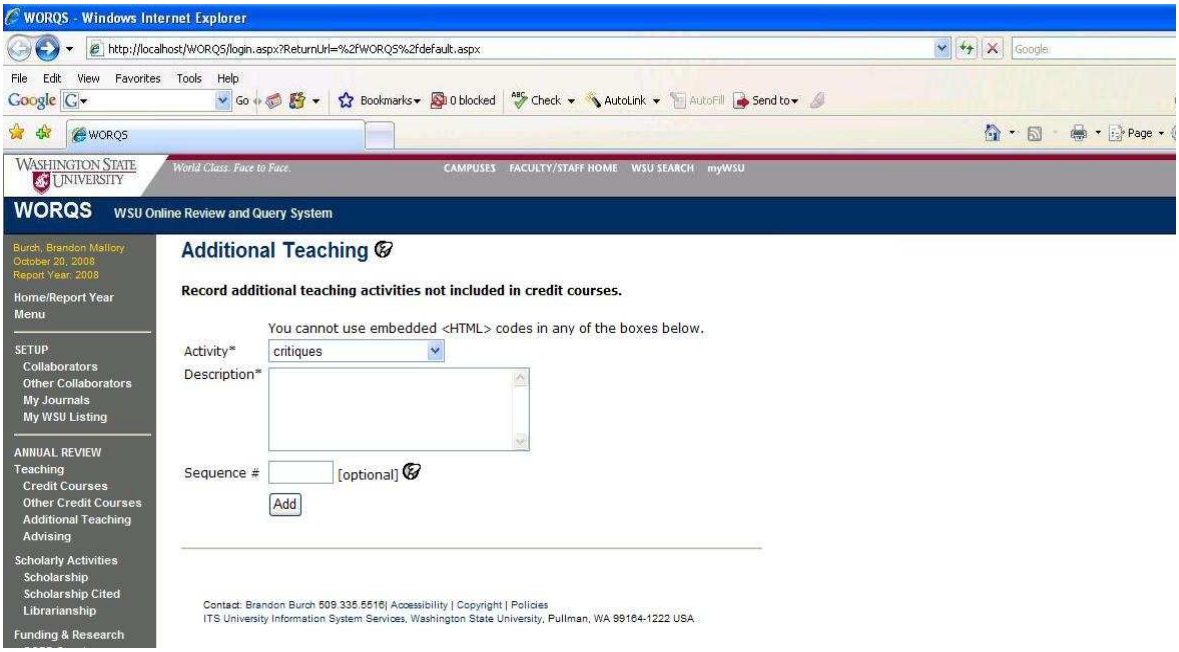
Other students -- number of students not included in the Registrar's totals (e.g. U of Idaho).

Contact hours -- per semester - the total number of lecture and non-lecture hours multiplied by the number of weeks and official enrollment.

Teaching Innovations or New Course Development, Student Evaluations, Peer Evaluations, and Impacts -- These boxes may be left blank if not requested by your college.

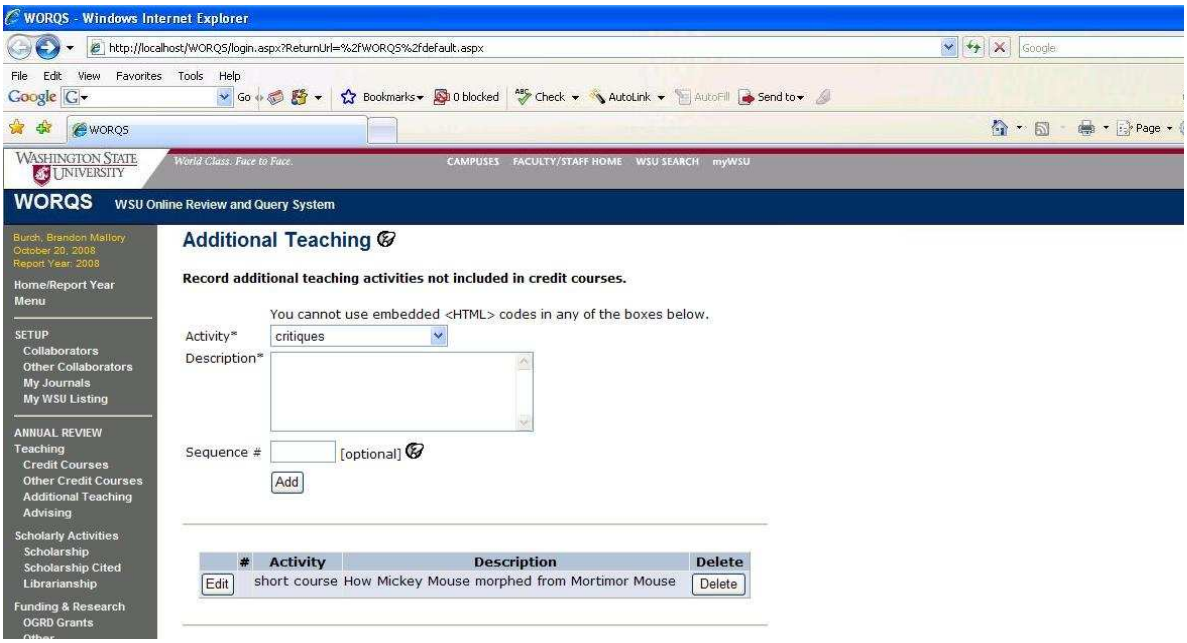


Additional Teaching
Record teaching activities that were not included in "Credit Courses". These include: critiques, guest lecturer, judging, other, short course, and student accomplishments.

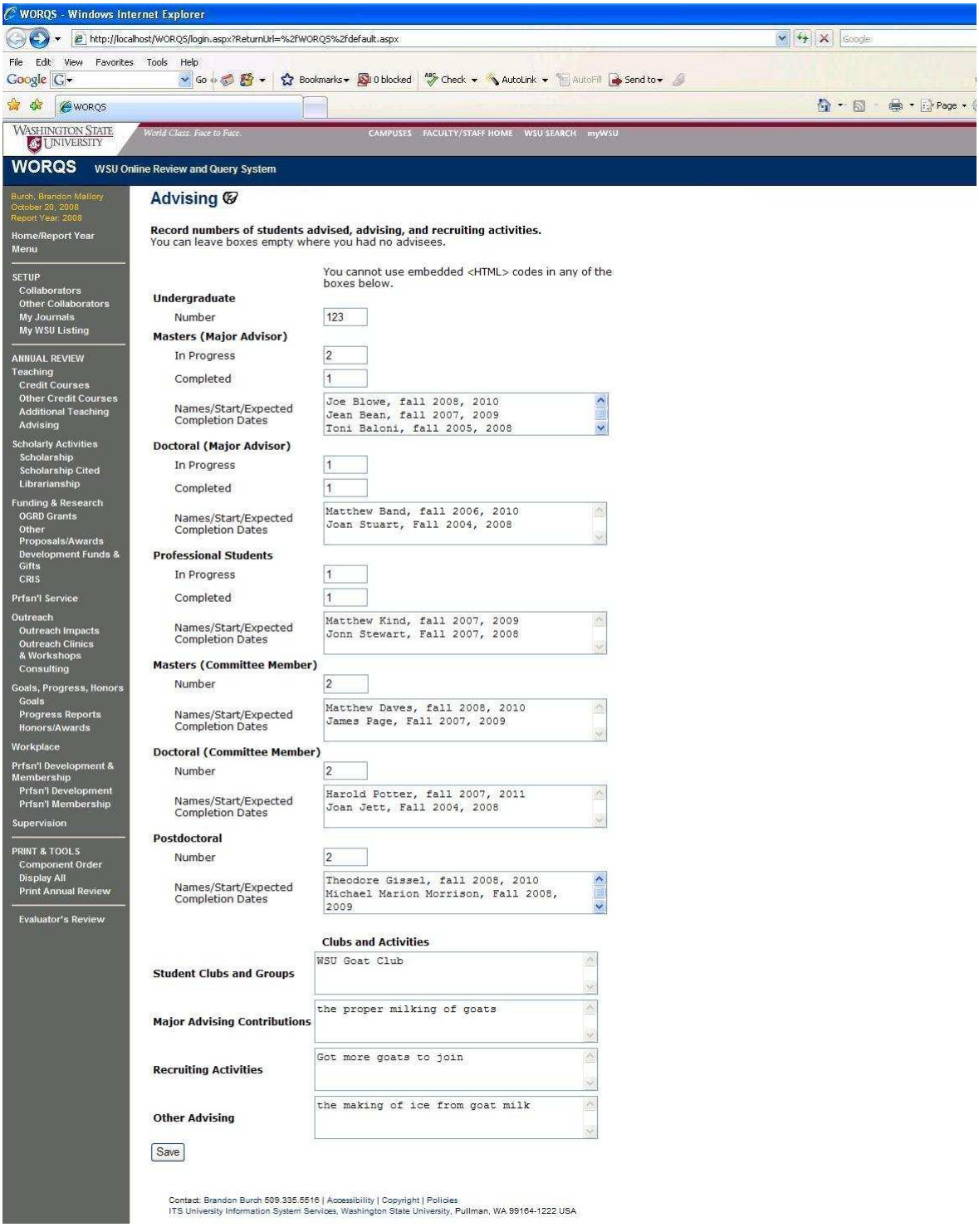


Spell Check
The Spell Check button opens a new window that checks the spelling of words in boxes on the current page. These functions are similar to spell checkers in other programs. It allows you to replace misspelled words with those listed.

You must save the page if you have replaced any of the words in the boxes.



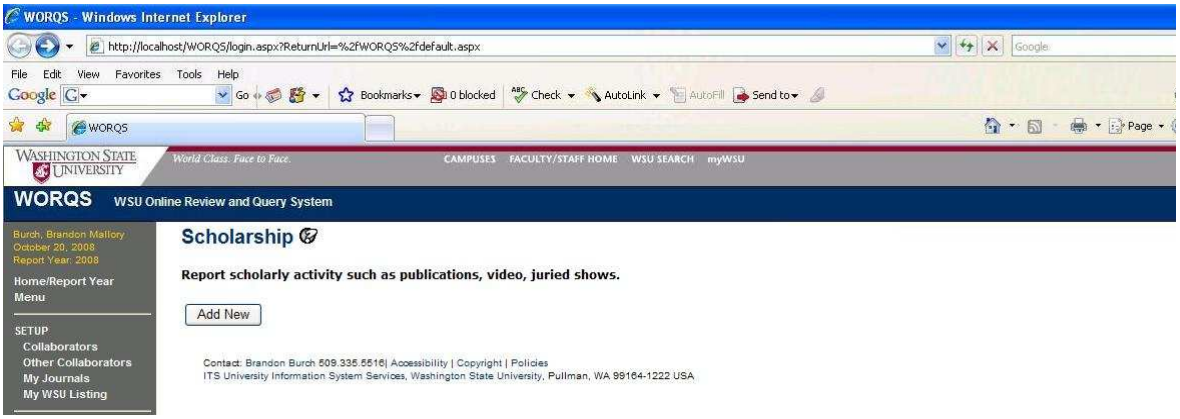
Advising
Record numbers of students advised and advising activities such as clubs, recruiting, and major advising contributions. You can leave a box empty or enter 0 if you did not advise students in a particular group. The names of students, start date, and expected completion dates are not required by all colleges.

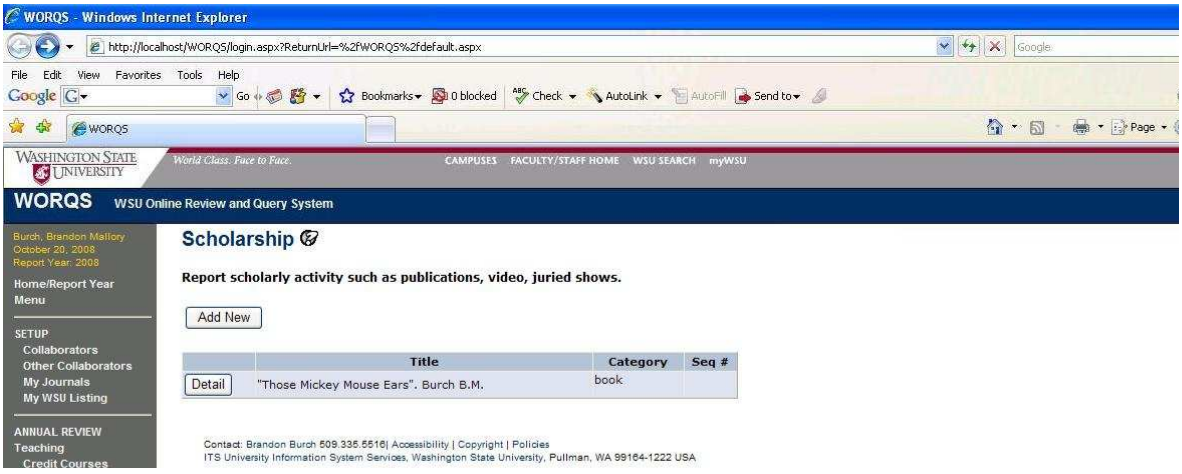


Scholarly Activities

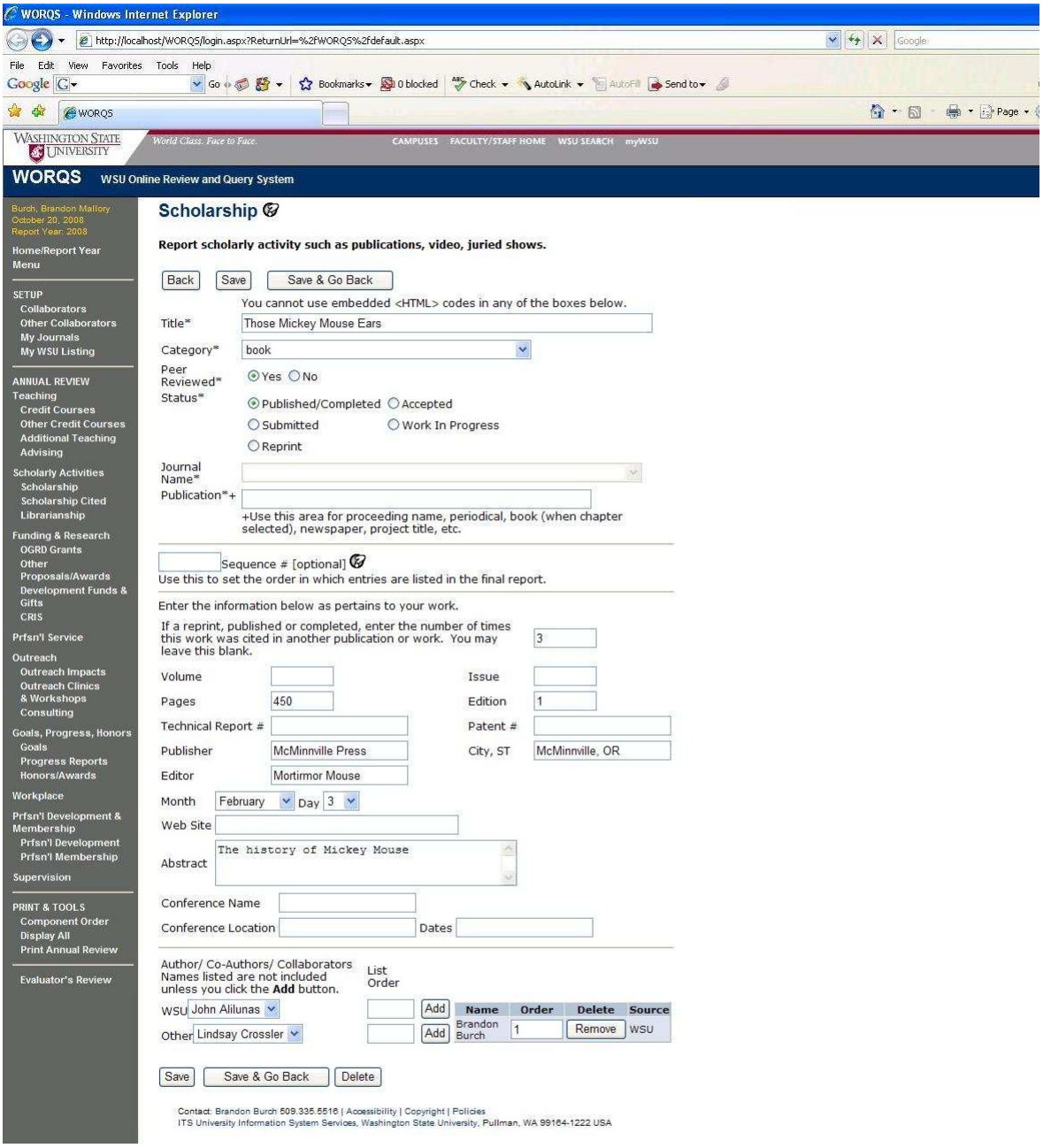
Scholarship

Scholarship is the demonstration of knowledge through discovery, integration, application, and teaching. Scholarship results in a product that is shared with audiences within the wider academic, professional, and societal communities. Use this component to report scholarship such as books, journal articles, patents, invited presentations, etc. (see the drop-down arrow next to "Category" for the complete list). The required information is: title, category, if it has been peer reviewed, submission status, and publication name. If there are co-authors, you should select them from your pick lists. The remaining information is optional and will be used to build a citation. Use only those fields pertinent to the category of scholarship selected and necessary for building a citation.

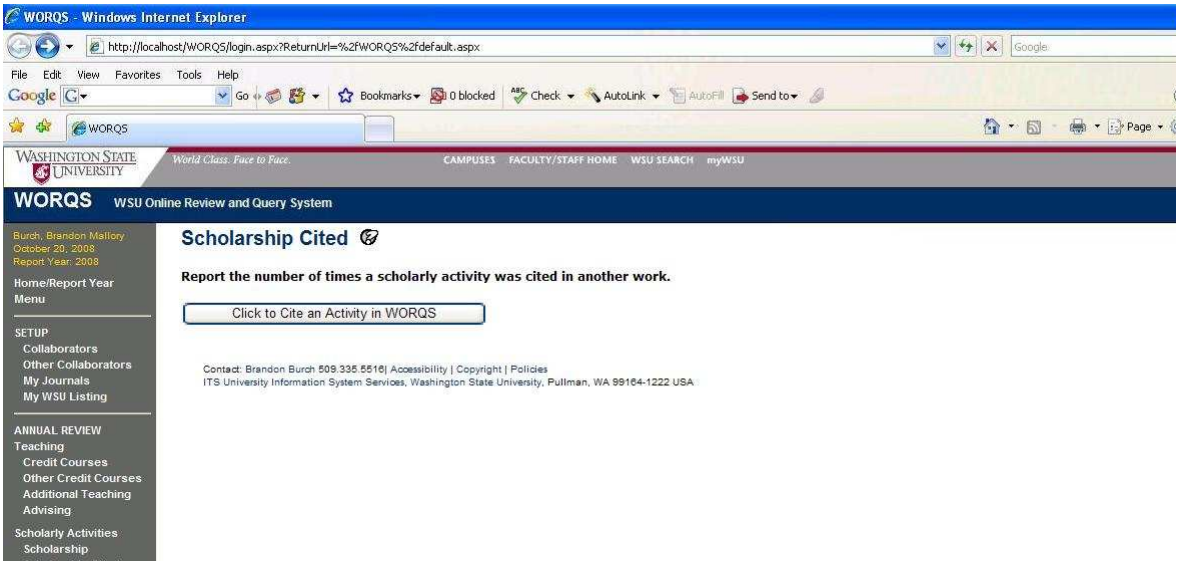

WORQS - Windows Internet Explorer
http://localhost/WORQS/login.aspx?ReturnUrl=%2fWORQS%2fdefault.aspx
WASHINGTON STATE UNIVERSITY
World Class. Face to Face.
CAMPUSES FACULTY/STAFF HOME WSU SEARCH myWSU
WORQS WSU Online Review and Query System
Burch, Brandon Mallory
October 20, 2008
Report Year: 2008
Home/Report Year Menu
SETUP
Collaborators
Other Collaborators
My Journals
My WSU Listing
Scholarship
Report scholarly activity such as publications, video, juried shows.
Add New
Contact: Brandon Burch 509.335.5516| Accessibility | Copyright | Policies
ITS University Information System Services, Washington State University, Pullman, WA 99164-1222 USA



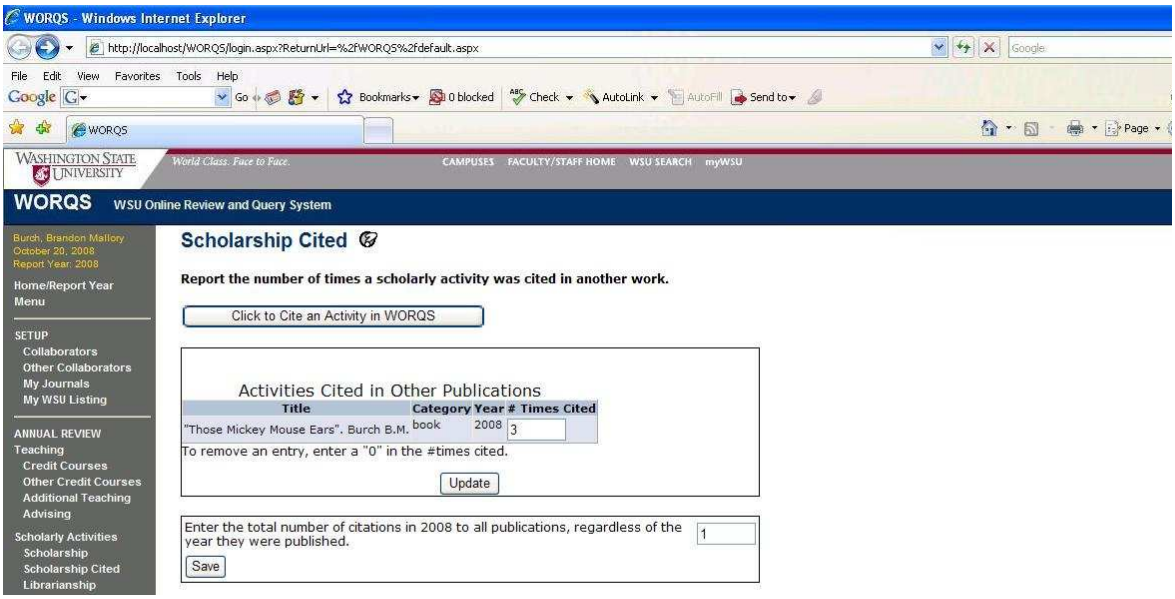
The Scholarship detail page.



Scholarship Cited
Report the number of times a scholarly activity was cited in another work.

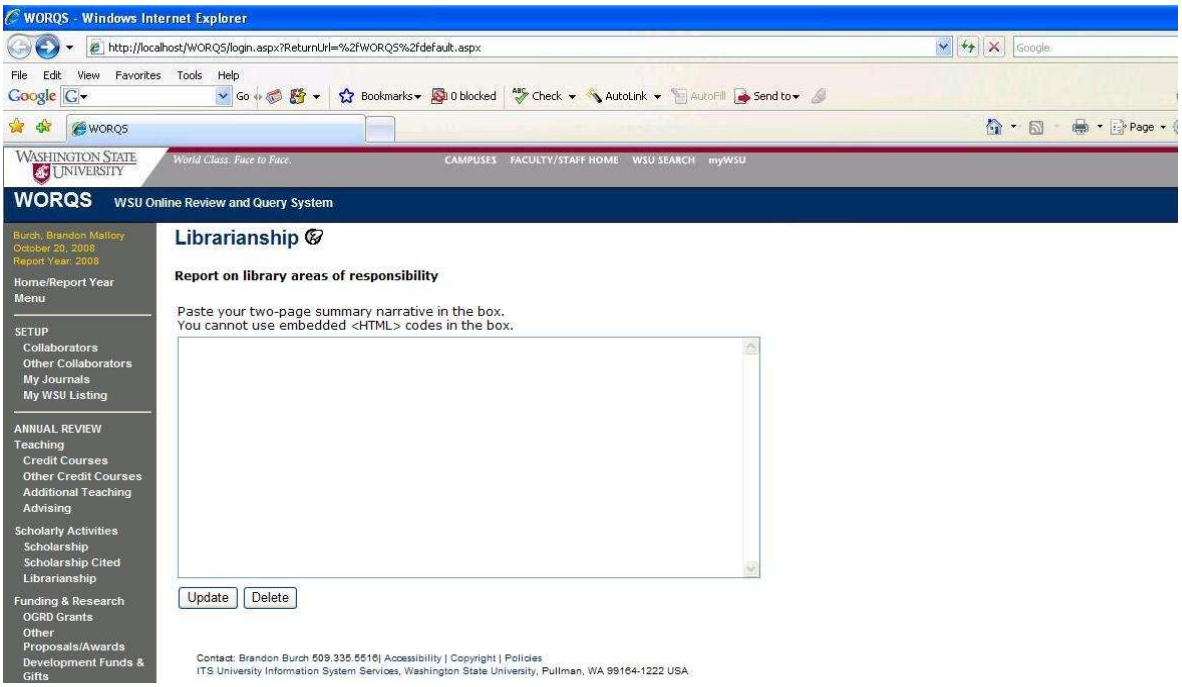


Detail of the Scholarship Cited page.



Librarianship
[librarians only]

Report on areas of job responsibility. There is extensive online help for this component.

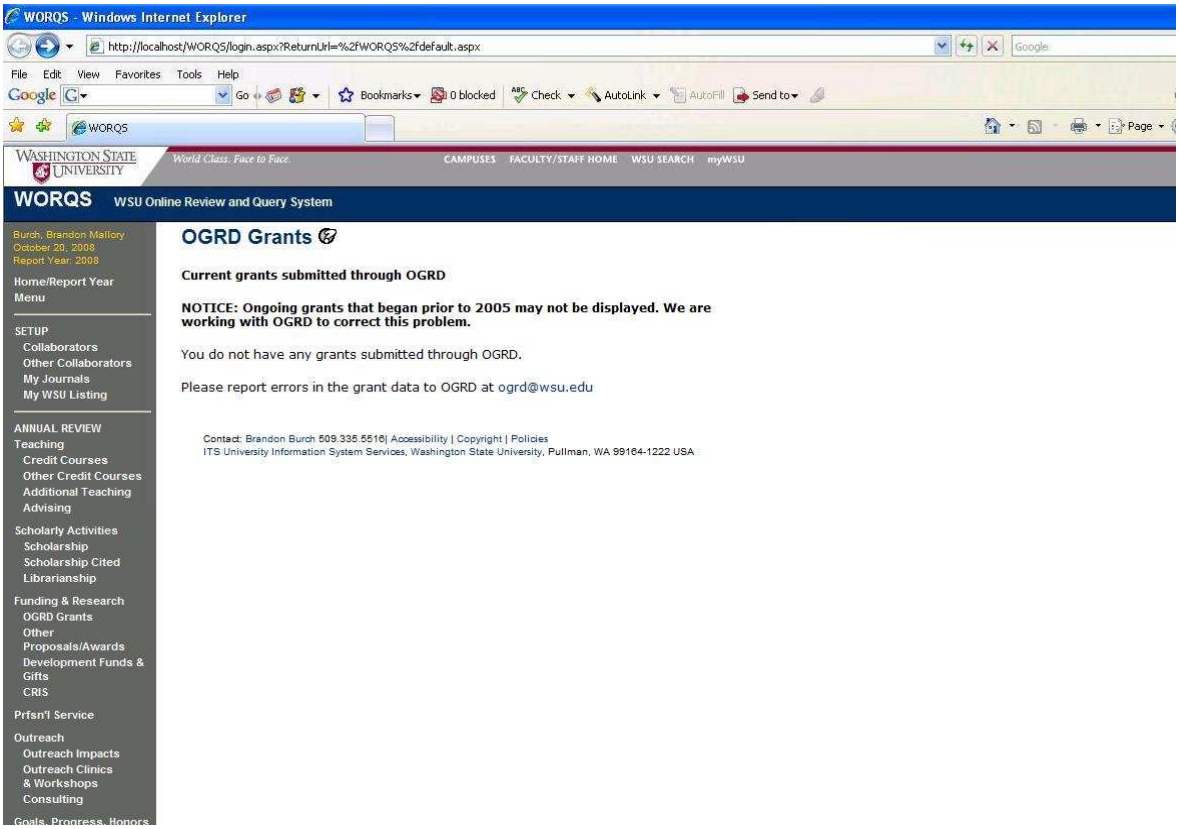


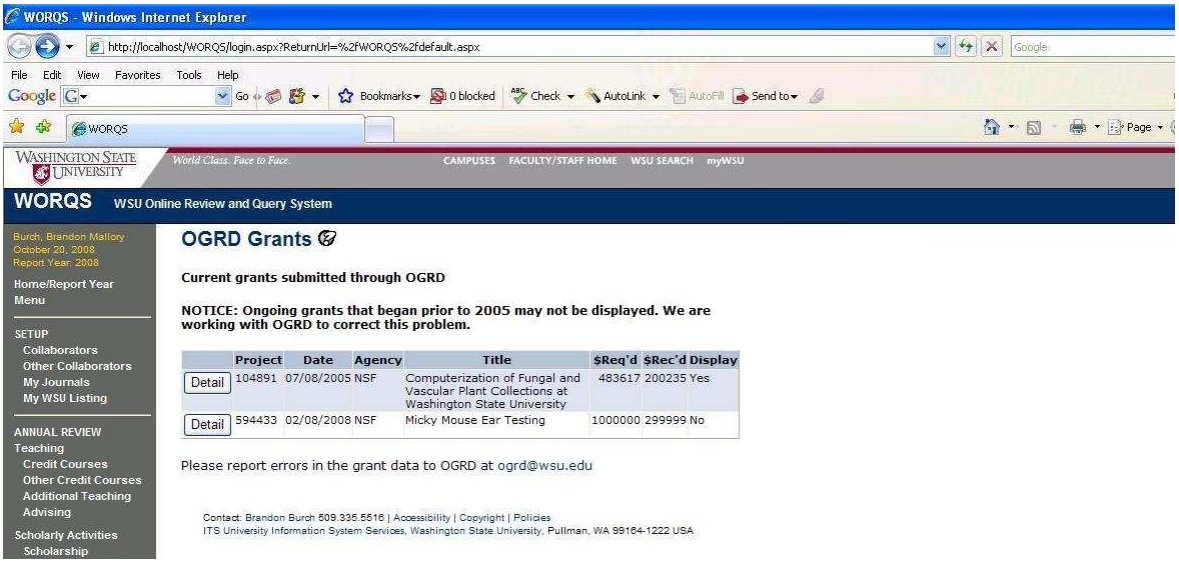
Funding & Research

OGRD Grants

All grant information submitted to OGRD is downloaded here. Areas for you to add include total matching funds, your % contribution (effort), an abstract, non-WSU PIs, and individual comments and contributions. If there is research associated with the grant, fill out the section on research. If the research report can be made available to other WSU faculty, select the "Yes" radio button. If the grant information is incorrect, contact OGRD.

If you have grants through OGRD, then is what the page will look. The information is periodically download from the OGRD database




WORQS - Windows Internet Explorer
http://localhost/WORQS/login.aspx?ReturnUrl=%2fWORQS%2fdefault.aspx
WASHINGTON STATE UNIVERSITY
World Class. Face to Face.
CAMPUSES FACULTY/STAFF HOME WSU SEARCH myWSU
WORQS WSU Online Review and Query System
Burch, Brandon Mallory
October 20, 2008
Report Year: 2008
Home/Report Year Menu
SETUP
Collaborators
Other Collaborators
My Journals
My WSU Listing
ANNUAL REVIEW
Teaching
Credit Courses
Other Credit Courses
Additional Teaching
Advising
Scholarly Activities
Scholarship
OGRD Grants
Current grants submitted through OGRD
NOTICE: Ongoing grants that began prior to 2005 may not be displayed. We are working with OGRD to correct this problem.
Project Date Agency Title $Req'd $Rec'd Display
Detail 104891 07/08/2005 NSF Computerization of Fungal and Vascular Plant Collections at Washington State University 483617 200235 Yes
Detail 594433 02/08/2008 NSF Micky Mouse Ear Testing 1000000 299999 No
Please report errors in the grant data to OGRD at ogrd@wsu.edu
Contact: Brandon Burch 509.335.5516 | Accessibility | Copyright | Policies
ITS University Information System Services, Washington State University, Pullman, WA 99164-1222 USA

The OGRD Grant detail shows the mandatory and optional data fields. Check with the department to determine which information needs to be submitted.

If there are multiple PIs, all PIs can edit the record except the contribution (%), individual comments and contribution, and # fields.

Matching funds - total matching funds for all PIs.

Contribution - your contribution (%) to the effort.

Optional Information:

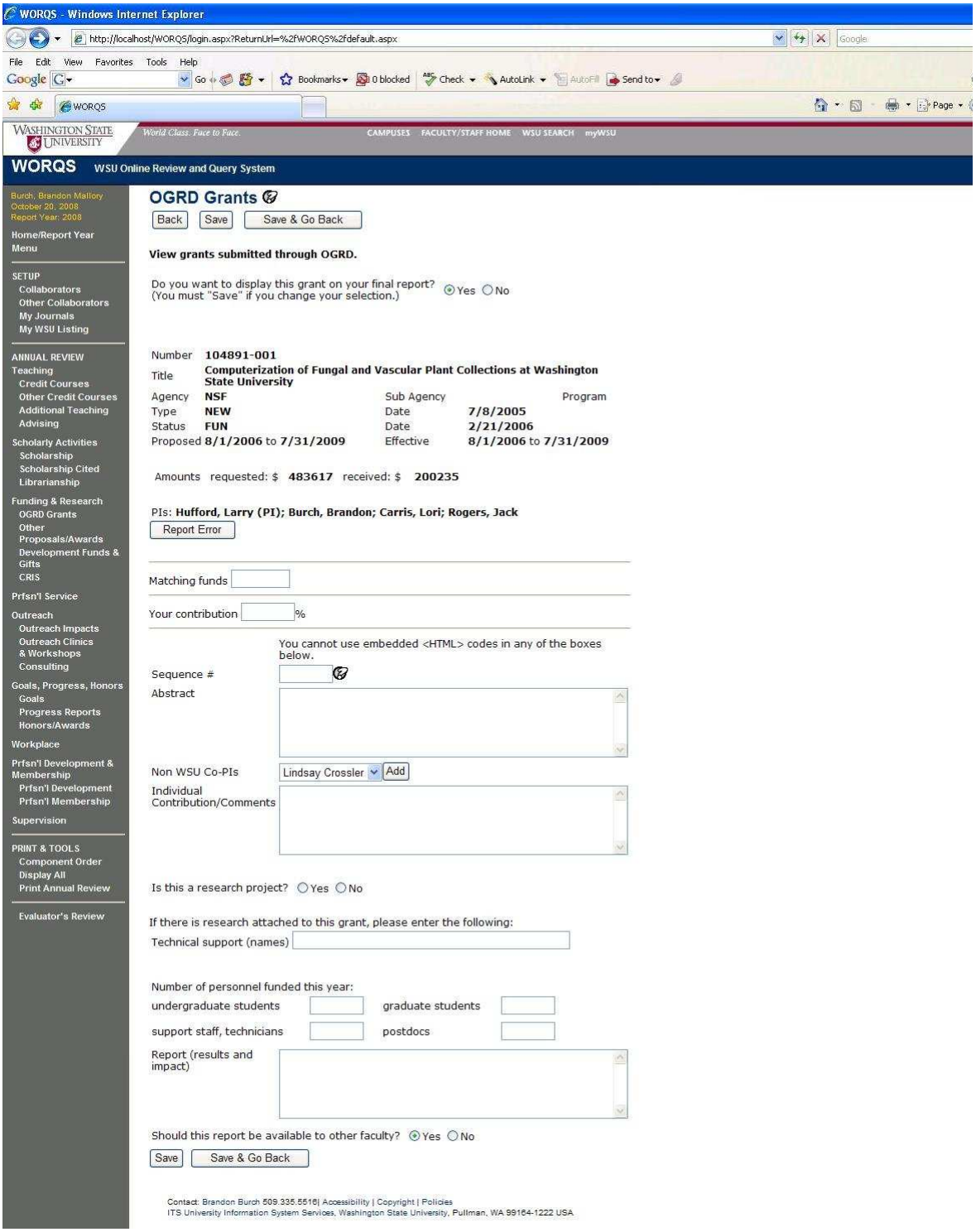
Abstract - abstract.

Non-WSU PIs. If there were non-WSU PIs, select their names from your list. (See collaborators.)

Individual Contribution/Comments - description of your participation in the grant.

If there was research associated with the grant, click the Yes button and enter the research information fields.

If the research information should be available to other WSU faculty, click the appropriate button.

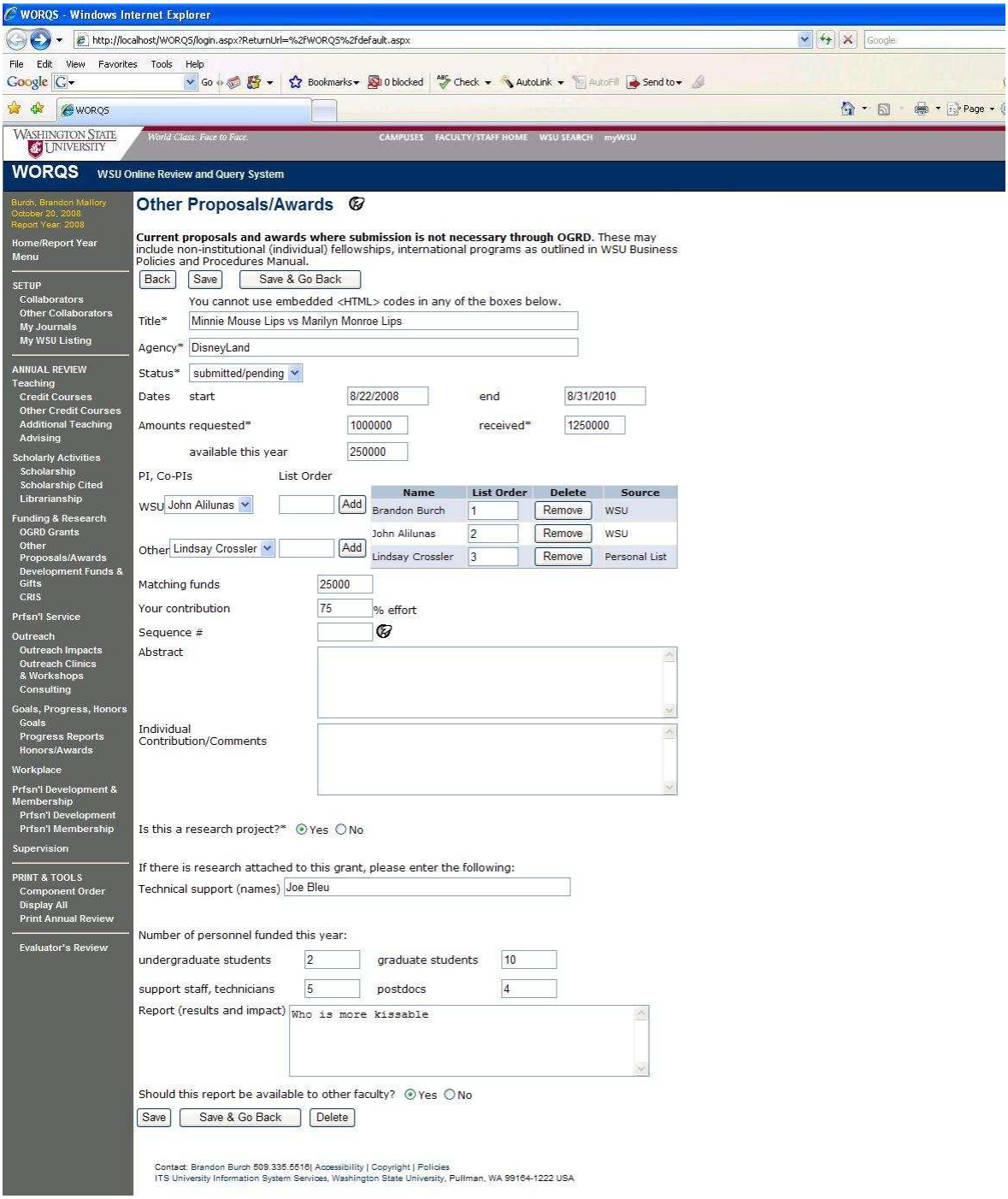


Other Proposals/ Awards

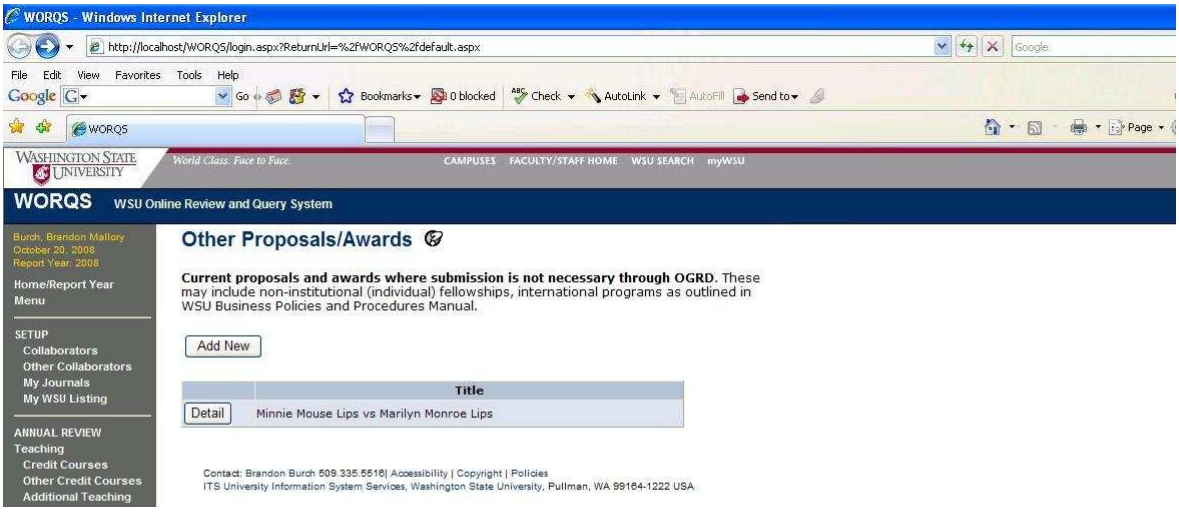
Report other proposals and awards not submitted through OGRD. The information on this page is similar to that downloaded from OGRD, but you must enter all information. See OGRD Grants above.

The Other Proposals/Awards detail page.

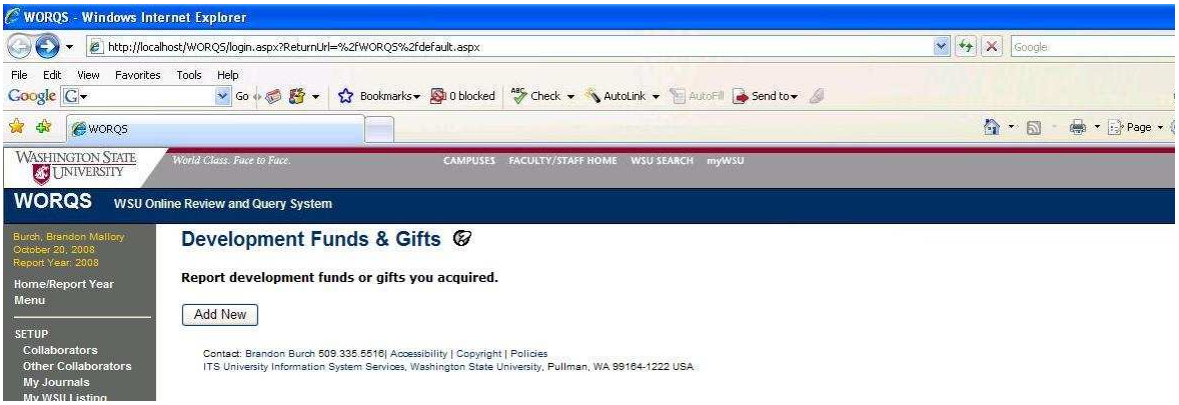
WORQS - Windows Internet Explorer
http://localhost/WORQS/login.aspx?ReturnUrl=%2fWORQS%2fdefault.aspx
WORQS
WSU Online Review and Query System
Other Proposals/Awards
Current proposals and awards where submission is not necessary through OGRD. These may include non-institutional (individual) fellowships, international programs as outlined in WSU Business Policies and Procedures Manual.
Add New



Once you have entered data into the detail page and have saved the data, then your next page may look similar to this one.


WORQS - Windows Internet Explorer
http://localhost/WORQS/login.aspx?ReturnUrl=%2fWORQS%2fdefault.aspx
WASHINGTON STATE UNIVERSITY
World Class. Face to Face.
CAMPUSES FACULTY/STAFF HOME WSU SEARCH myWSU
WORQS WSU Online Review and Query System
Burch, Brandon Mallory
October 20, 2008
Report Year: 2008
Home/Report Year Menu
SETUP
Collaborators
Other Collaborators
My Journals
My WSU Listing
ANNUAL REVIEW
Teaching
Credit Courses
Other Credit Courses
Additional Teaching
Other Proposals/Awards
Current proposals and awards where submission is not necessary through OGRD. These may include non-institutional (individual) fellowships, international programs as outlined in WSU Business Policies and Procedures Manual.
Add New
Title
Detail
Minnie Mouse Lips vs Marilyn Monroe Lips
Contact: Brandon Burch 509.335.5516| Accessibility | Copyright | Policies
ITS University Information System Services, Washington State University, Pullman, WA 99164-1222 USA

Development Funds
Report development funds or gifts you obtained. Source, amount received, and amount available are required.

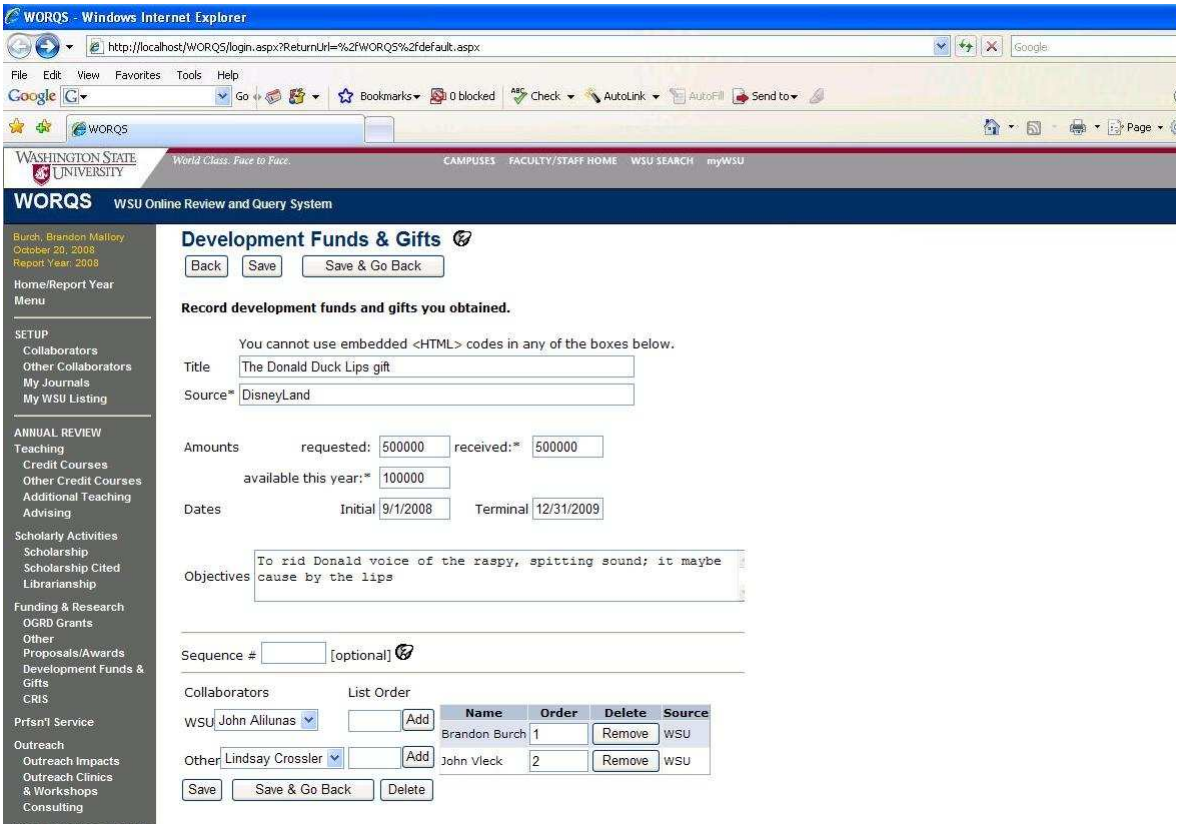

WORQS - Windows Internet Explorer
http://localhost/WORQS/login.aspx?ReturnUrl=%2fWORQS%2fdefault.aspx
WASHINGTON STATE UNIVERSITY
World Class. Face to Face.
CAMPUSES FACULTY/STAFF HOME WSU SEARCH myWSU
WORQS WSU Online Review and Query System
Burch, Brandon Mallory
October 20, 2008
Report Year: 2008
Home/Report Year Menu
SETUP
Collaborators
Other Collaborators
My Journals
My WSU Listing
Development Funds & Gifts
Report development funds or gifts you acquired.
Add New
Contact: Brandon Burch 509.335.5516| Accessibility | Copyright | Policies
ITS University Information System Services, Washington State University, Pullman, WA 99164-1222 USA

Click Add New to add a new entry; click Edit/Delete to open the entry in edit mode and make any necessary updates.

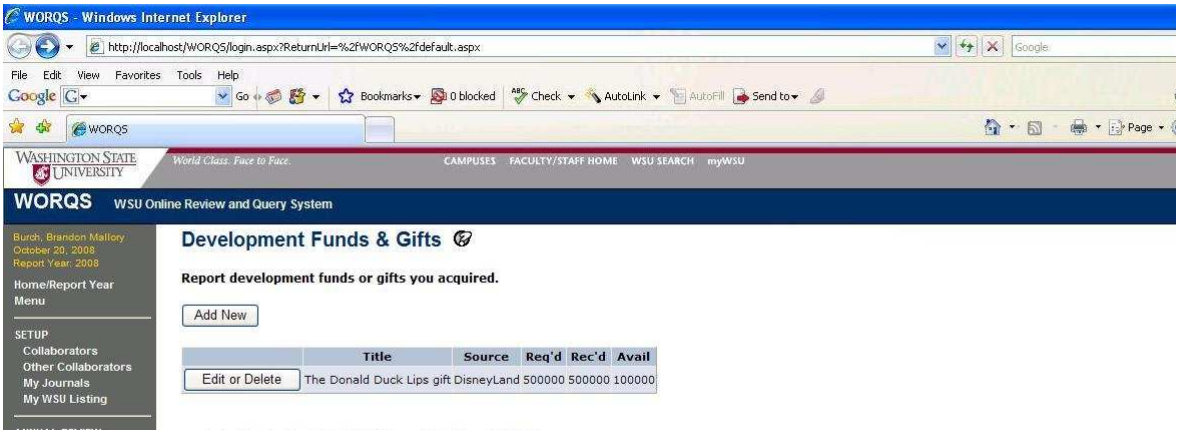
Amounts refer to the total dollars requested, received, or available to all collaborators during the current year.

Please also detail your objectives for fulfilling the goals associated with this donation.

If there were collaborators, add the names from your lists.



After you have entered data into the detail page and have saved the data, then your next page may look similar to this one.



CRIS
Current Research Information System data downloaded from the Agricultural Research Center.

WORQS - Windows Internet Explorer
http://localhost/WORQS/login.aspx?ReturnUrl=%2fWORQS%2fdefault.aspx
WASHINGTON STATE UNIVERSITY
World Class. Face to Face.
CAMPUSES FACULTY/STAFF HOME WSU SEARCH myWSU
WORQS WSU Online Review and Query System
Burch, Brandon Mallory
October 20, 2008
Report Year: 2008
Home/Report Year Menu
SETUP
Collaborators
Other Collaborators
My Journals
My WSU Listing
ANNUAL REVIEW
CRIS Research Projects
CRIS Research Projects (Agricultural Research)
You do not have any CRIS projects.
Please report errors in the CRIS data to the Ag Research Center
Contact: Brandon Burch 509.335.5516| Accessibility | Copyright | Policies
ITS University Information System Services, Washington State University, Pullman, WA 99164-1222 USA

If you have a CRIS project, or projects, associated with you, this is the page you will encounter. Otherwise a researcher without a current CRIS project will be the page above this one.

WORQS - Windows Internet Explorer
http://localhost/WORQS/login.aspx?ReturnUrl=%2fWORQS%2fdefault.aspx
WASHINGTON STATE UNIVERSITY
World Class. Face to Face.
CAMPUSES FACULTY/STAFF HOME WSU SEARCH myWSU
WORQS WSU Online Review and Query System
Burch, Brandon Mallory
October 20, 2008
Report Year: 2008
Home/Report Year Menu
SETUP
Collaborators
Other Collaborators
My Journals
My WSU Listing
ANNUAL REVIEW
CRIS Research Projects
CRIS Research Projects (Agricultural Research)
Project Title End Date
Detail 7328 Just a test of CRIS 09/2009
Please report errors in the CRIS data to the Ag Research Center
Contact: Brandon Burch 509.335.5516| Accessibility | Copyright | Policies
ITS University Information System Services, Washington State University, Pullman, WA 99164-1222 USA

The CRIS Research Project detail

The ARC provides the information ending, and including, the PIs. The remaining information is to be provided by you, depending on the departmental requirement s.

The outputs – the products from this research (e.g., publications)

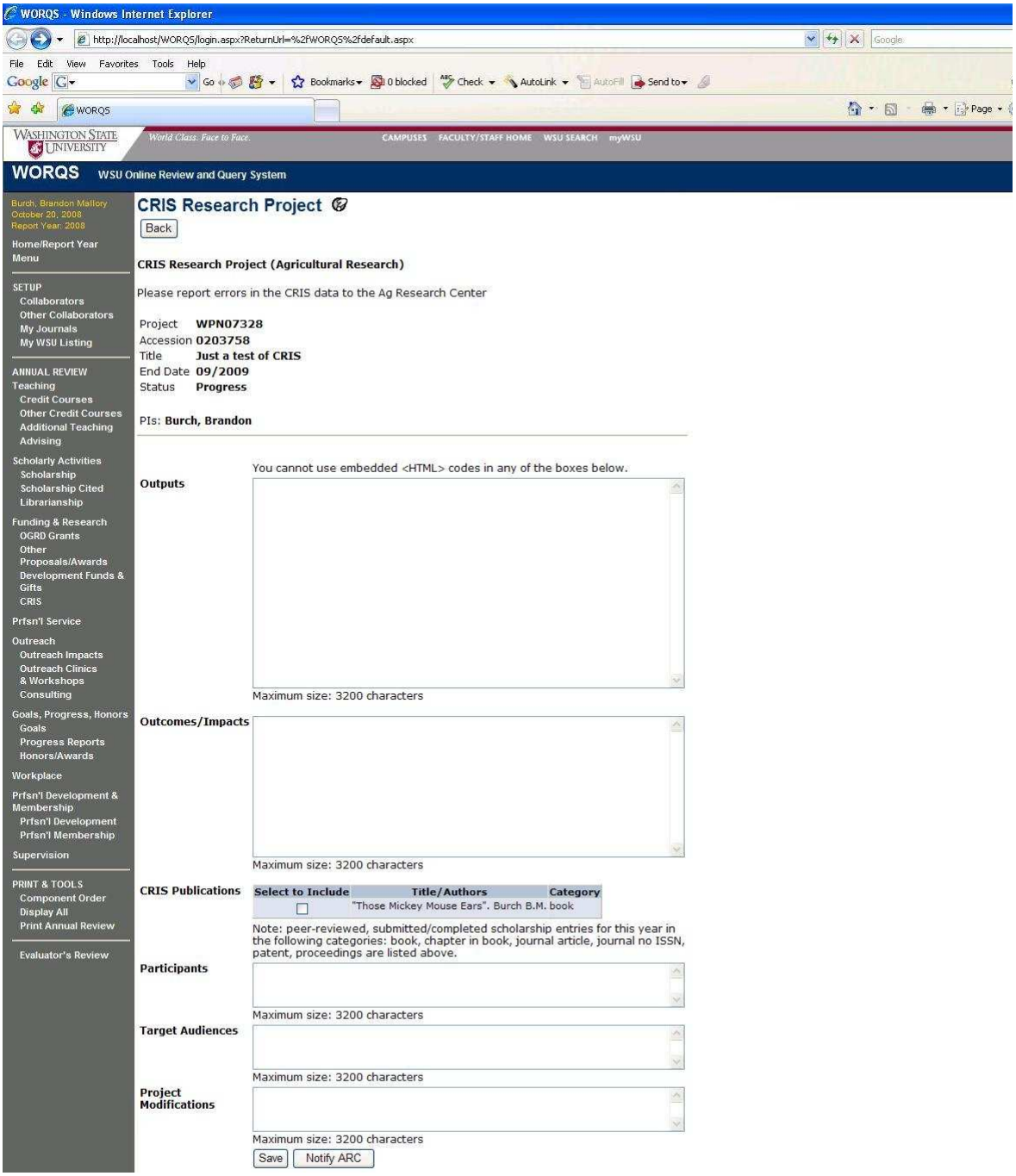
The Outcomes/Impacts – the results, conclusion, and impact on the organization, society, etc.

CRIS Publications – If is a publication associated with the research, click the "Select to Include" checkbox to include the publication as part of the report.

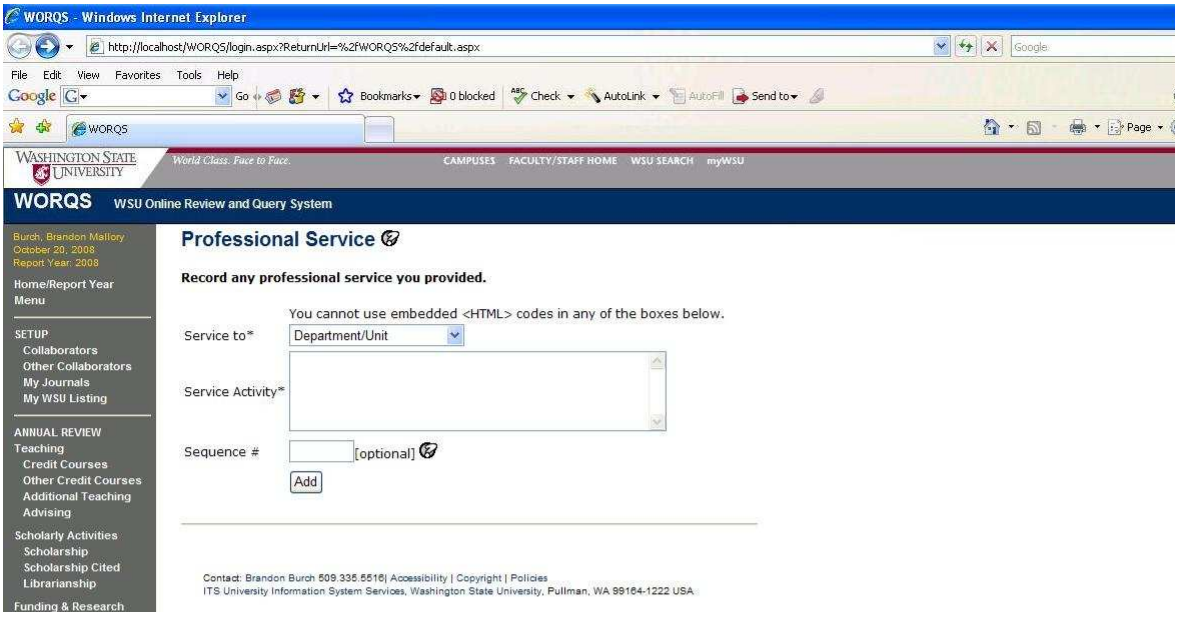
Participants – Other colleagues other than the co-investigators.

Target Audiences – People, groups, organizations, etc. the research is to benefit.

Project Modifications -- Any alterations to the project's charter.



Professional Service
Report professional services you provided to department, college, university, editorial board, and journal article review. For the complete list, see the drop-down arrow next to "Service to".

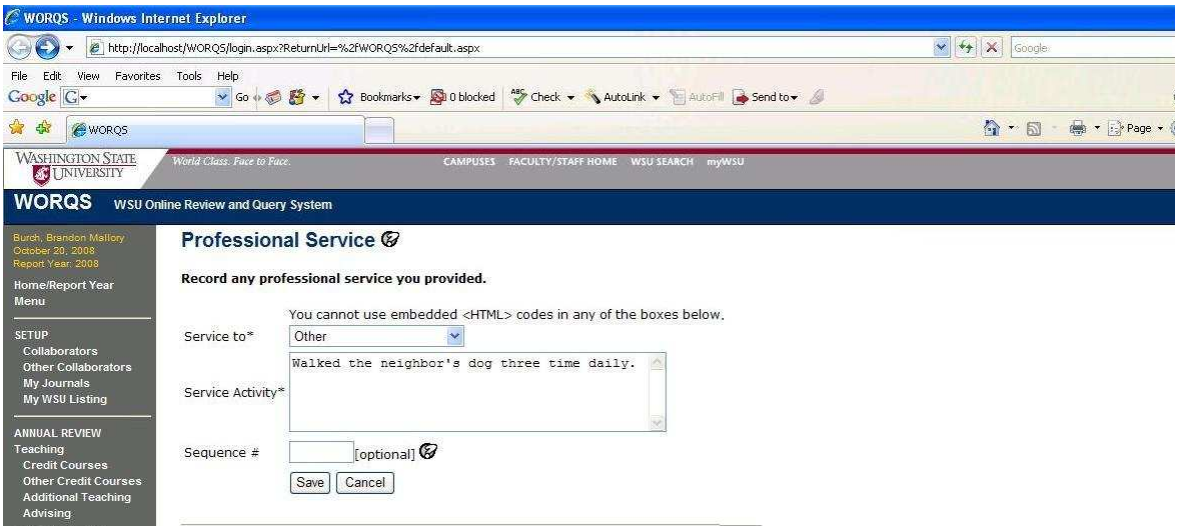


To add a new entry, select the recipient of the service.

Enter the description in the area provided.

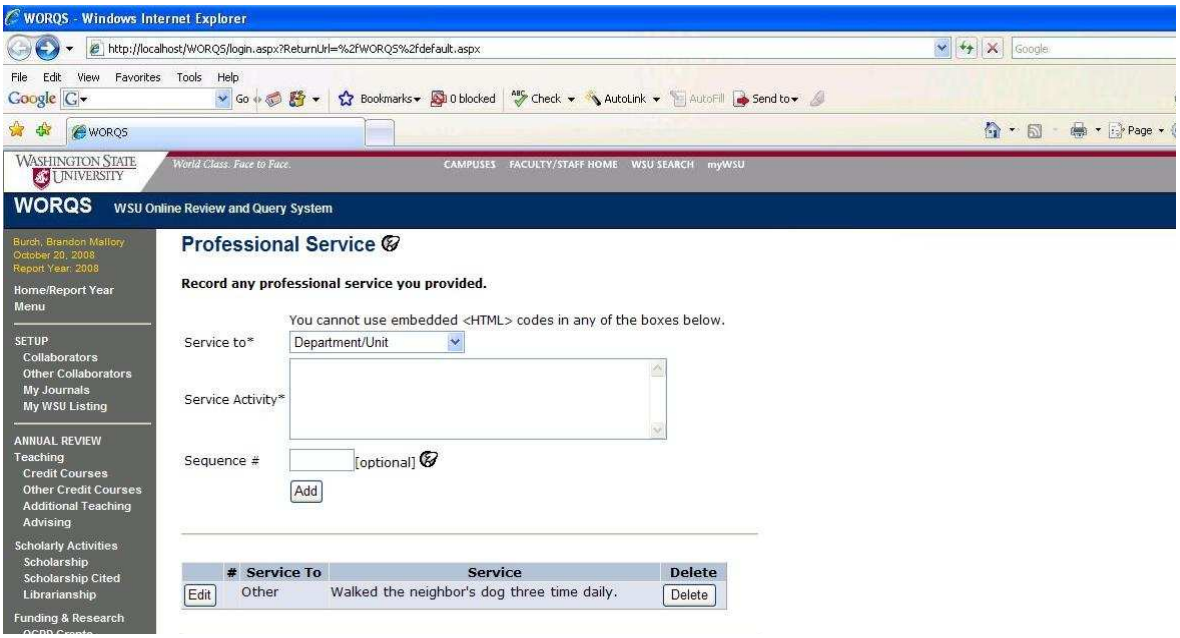
See sequence # and spell check

Click the **Save** button.



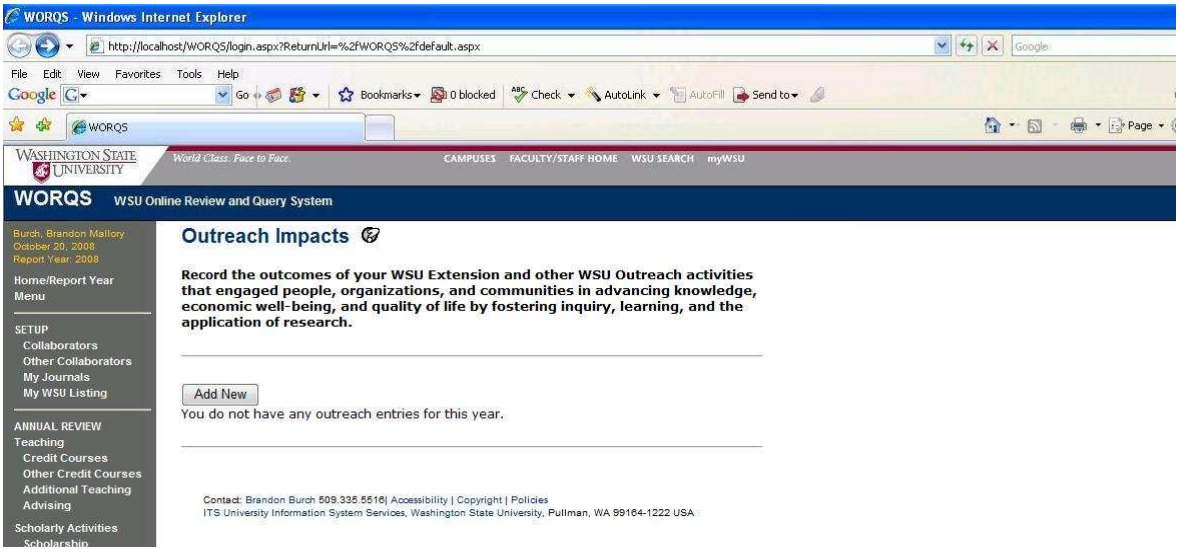
To edit an existing entry, click the **Edit** button next to the entry.

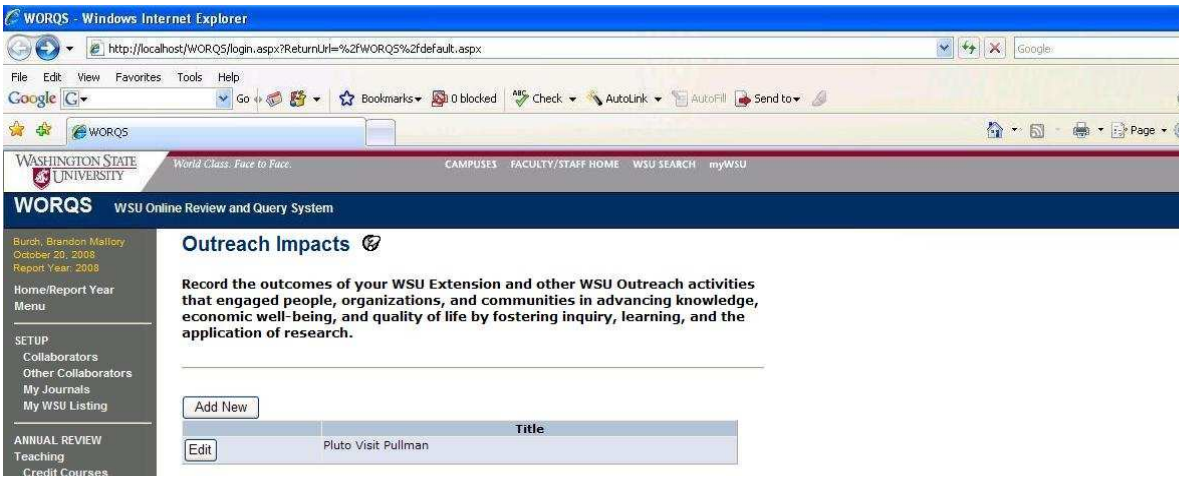
To save an edited entry, click the **Save** button next to the entry.



Outreach Impacts
Outreach is any manner by which the university reaches out to work in partnership with communities and businesses within the state (or possibly nation and world). Outreach: a) provides societal benefit, b) enriches scholarship, research and creative activity, and c) enhances curriculum, teaching and learning. Outreach (sometimes referred to nationally as "engagement") has become an increasingly important factor in gaining state, federal, private and foundation funding, as well as national recognition and political support.

Specify if this is a WSU Extension report, provide its title, what issues it addresses, what has been done, and the impacts. For Extension reports, you must also select goals, scope, funding, and whether or not this was integrated research.


WORQS - Windows Internet Explorer
http://localhost/WORQS/login.aspx?ReturnUrl=%2fWORQS%2fdefault.aspx
WASHINGTON STATE UNIVERSITY
World Class. Face to Face.
CAMPUSES FACULTY/STAFF HOME WSU SEARCH myWSU
WORQS WSU Online Review and Query System
Burch, Brandon Mallory
October 20, 2008
Report Year: 2008
Home/Report Year Menu
SETUP
Collaborators
Other Collaborators
My Journals
My WSU Listing
ANNUAL REVIEW
Teaching
Credit Courses
Other Credit Courses
Additional Teaching
Advising
Scholarly Activities
Scholarship
Outreach Impacts
Record the outcomes of your WSU Extension and other WSU Outreach activities that engaged people, organizations, and communities in advancing knowledge, economic well-being, and quality of life by fostering inquiry, learning, and the application of research.
Add New
You do not have any outreach entries for this year.
Contact: Brandon Burch 509.335.5516| Accessibility | Copyright | Policies
ITS University Information System Services, Washington State University, Pullman, WA 99164-1222 USA


WORQS - Windows Internet Explorer
http://localhost/WORQS/login.aspx?ReturnUrl=%2fWORQS%2fdefault.aspx
WASHINGTON STATE UNIVERSITY
World Class. Face to Face.
CAMPUSES FACULTY/STAFF HOME WSU SEARCH myWSU
WORQS WSU Online Review and Query System
Burch, Brandon Mallory
October 20, 2008
Report Year: 2008
Home/Report Year Menu
SETUP
Collaborators
Other Collaborators
My Journals
My WSU Listing
ANNUAL REVIEW
Teaching
Credit Courses
Outreach Impacts
Record the outcomes of your WSU Extension and other WSU Outreach activities that engaged people, organizations, and communities in advancing knowledge, economic well-being, and quality of life by fostering inquiry, learning, and the application of research.
Add New
Title
Edit
Pluto Visit Pullman

Title -- Give a short, descriptive title for your report.

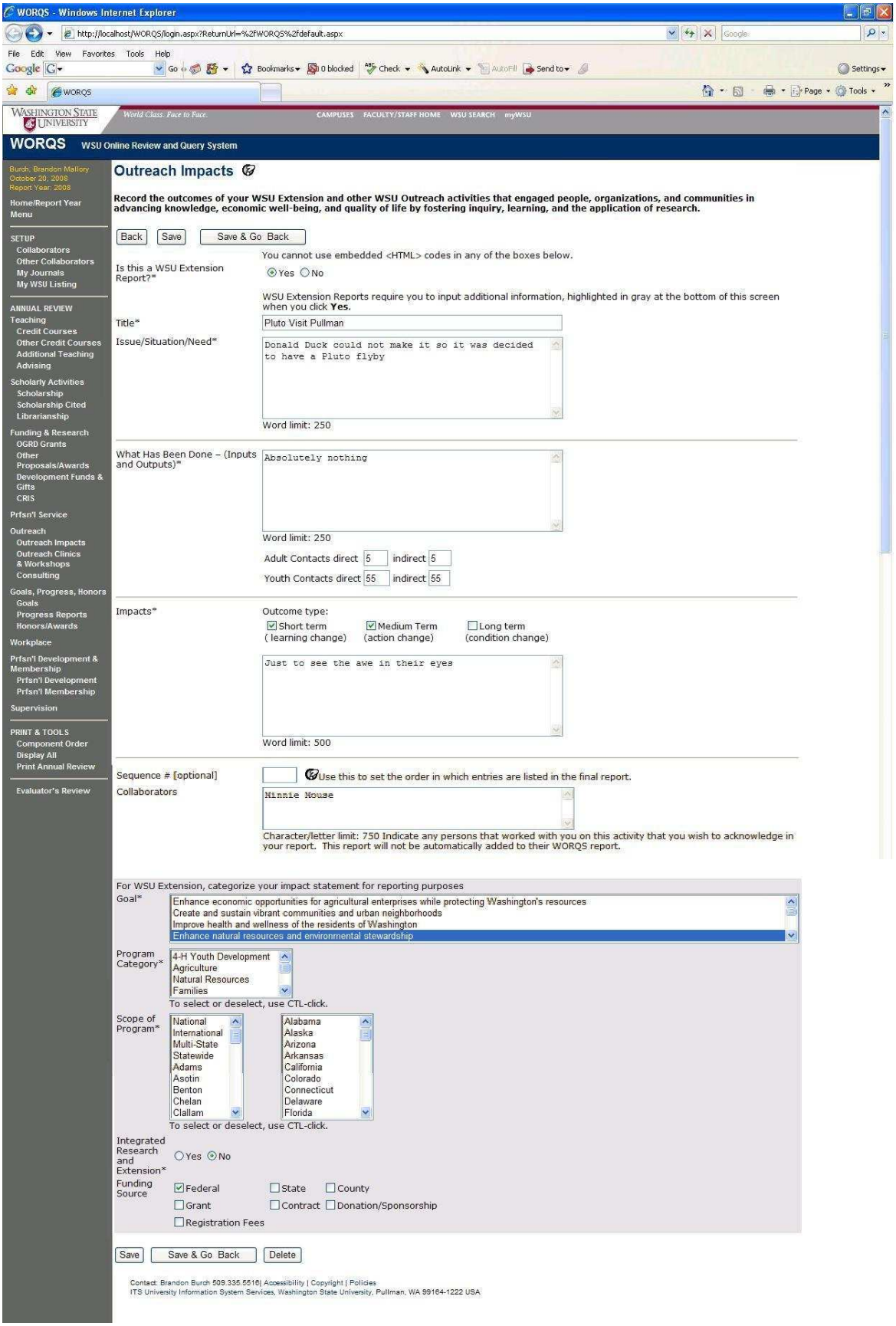
Issue/Situation/ Need -- Why did you conduct the program that you are reporting? How did you determine the need for the program or respond to an opportunity?

What Has Been Done -- Give a brief description of the inputs used to conduct the program and the outputs of the program. Inputs are the resources, contributions, investments that went into the program. Outputs are the activities, services, events and products that reach people who participate or who are targeted.

Impacts or Outcomes -- Give a brief description of the results or changes for individuals, groups, communities, organizations, communities, or systems.

The gray block is to be completed if the outreach is for WSU Extension.

See the online help for more details.

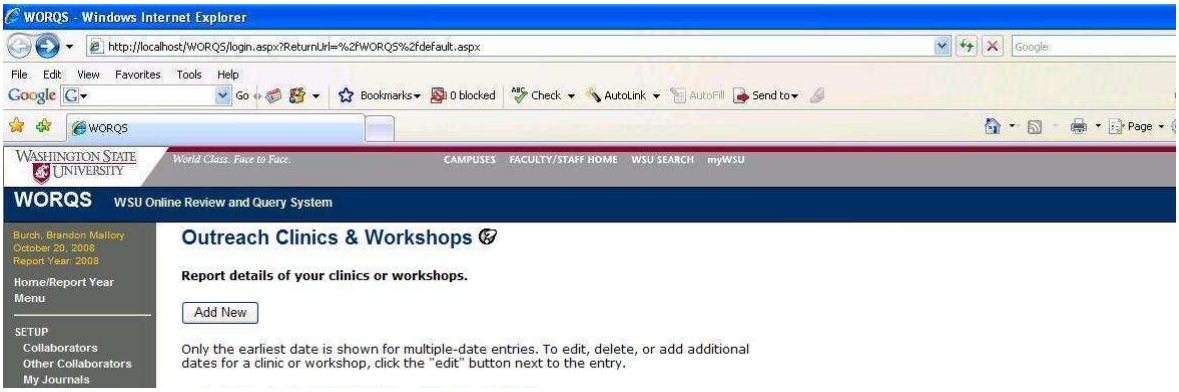


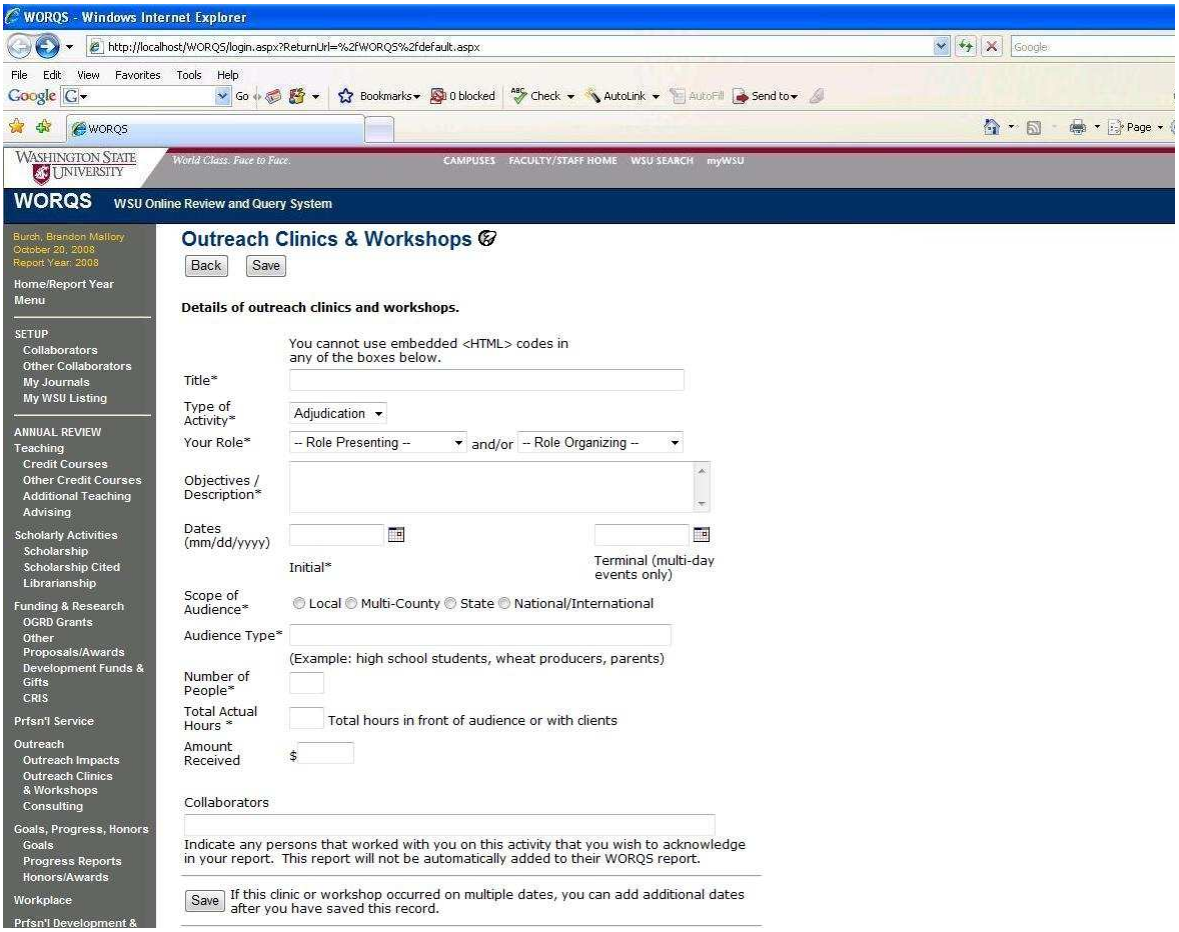
Outreach Clinics & Workshops

Report clinics or workshops you conducted. Include title, type of activity, objectives, dates, scope of audience, audience type, number of people, and total actual hours in front of an audience or with clients.

Report fees acquired from your clinics or workshops. Click Add New to add a new entry; click Edit/Delete to open the entry in edit mode.

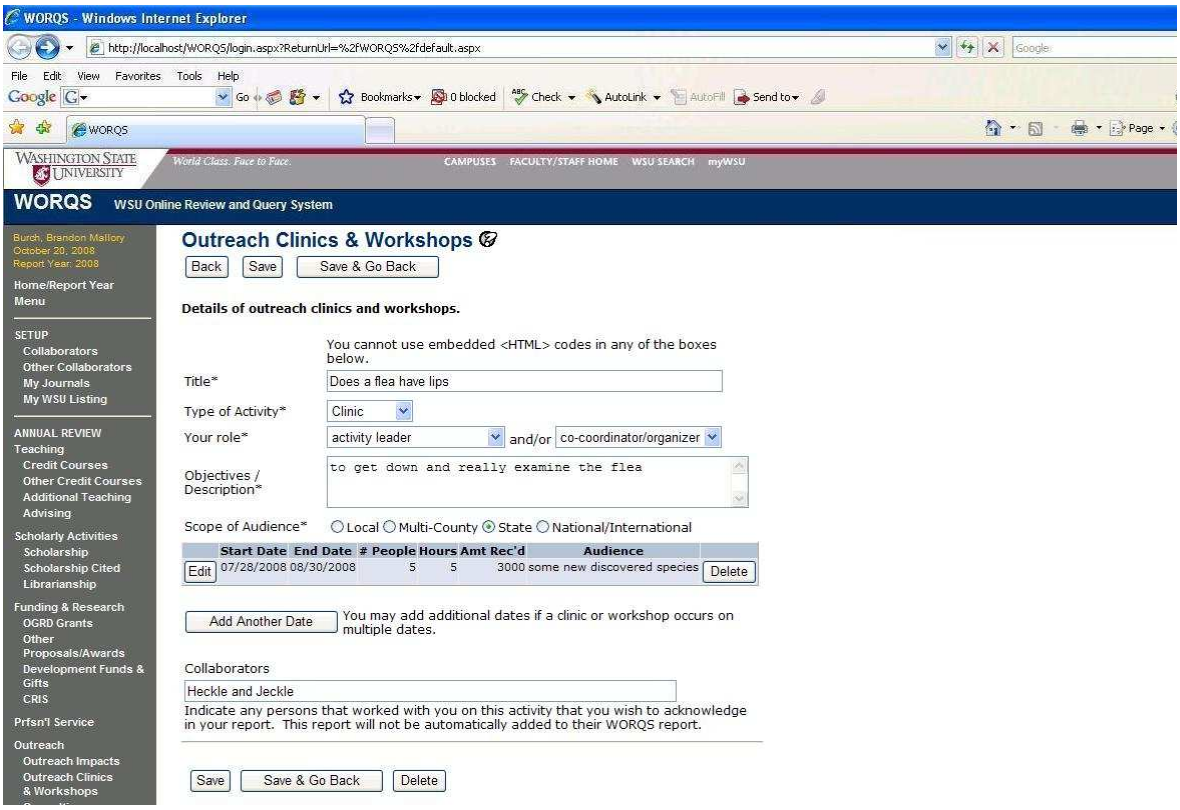
If there were collaborators, add the names from your lists. The amount should be the total amount acquired by all collaborators.


WORQS - Windows Internet Explorer
http://localhost/WORQS/login.aspx?ReturnUrl=%2fWORQS%2fdefault.aspx
WASHINGTON STATE UNIVERSITY
World Class. Face to Face.
CAMPUSES FACULTY/STAFF HOME WSU SEARCH myWSU
WORQS WSU Online Review and Query System
Burch, Brandon Mallory
October 20, 2008
Report Year: 2008
Home/Report Year Menu
SETUP
Collaborators
Other Collaborators
My Journals
Outreach Clinics & Workshops
Report details of your clinics or workshops.
Add New
Only the earliest date is shown for multiple-date entries. To edit, delete, or add additional dates for a clinic or workshop, click the "edit" button next to the entry.

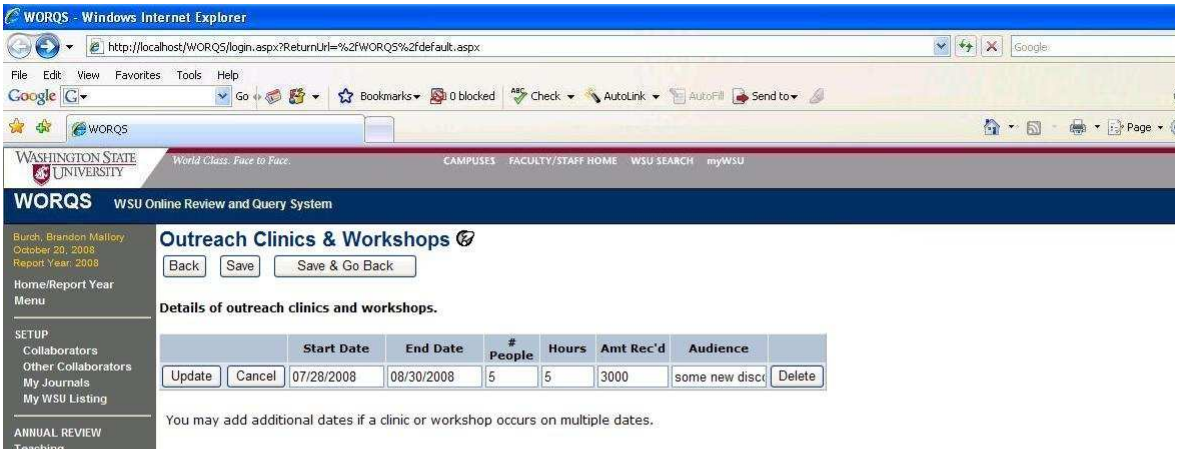


The page after you saved the data from the detail page.

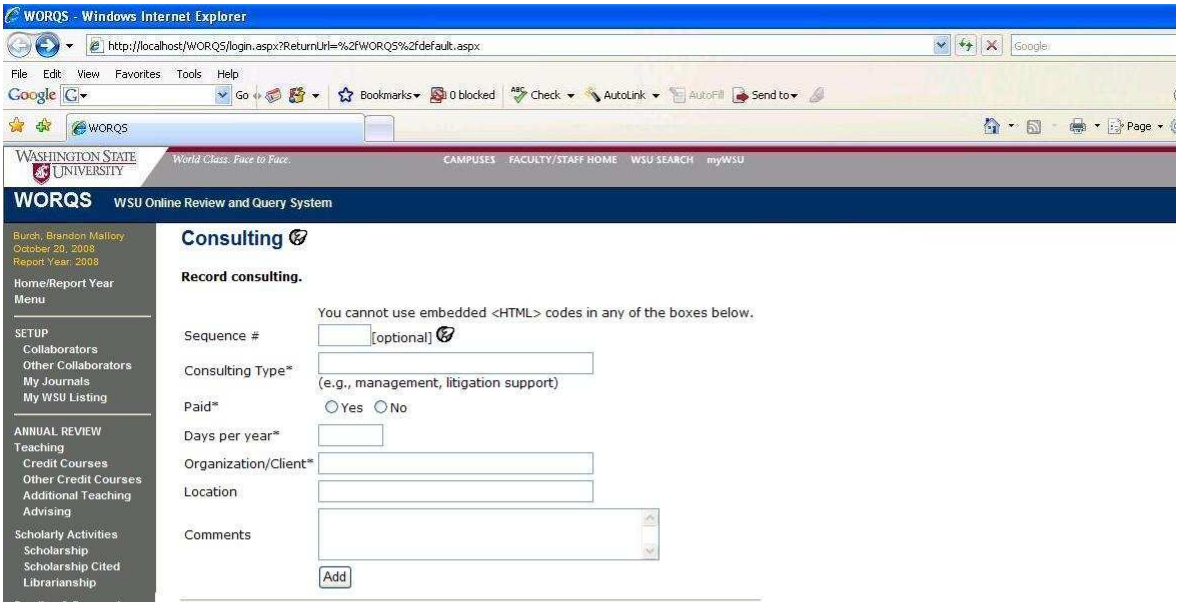
The page when the **Edit** button, in the above image, is clicked. The **Add Another Date** button similar to the first Outreach Clinics & Workshops detail (above) page.



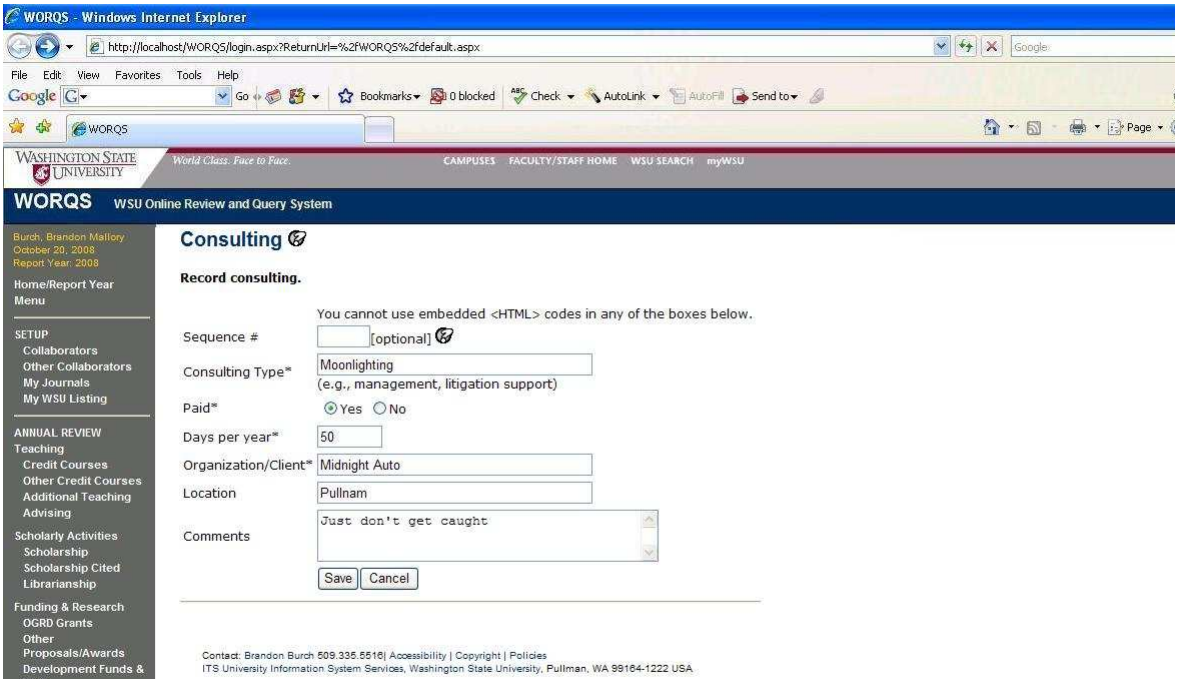
The page when the **Edit** button (in the above image)is clicked.



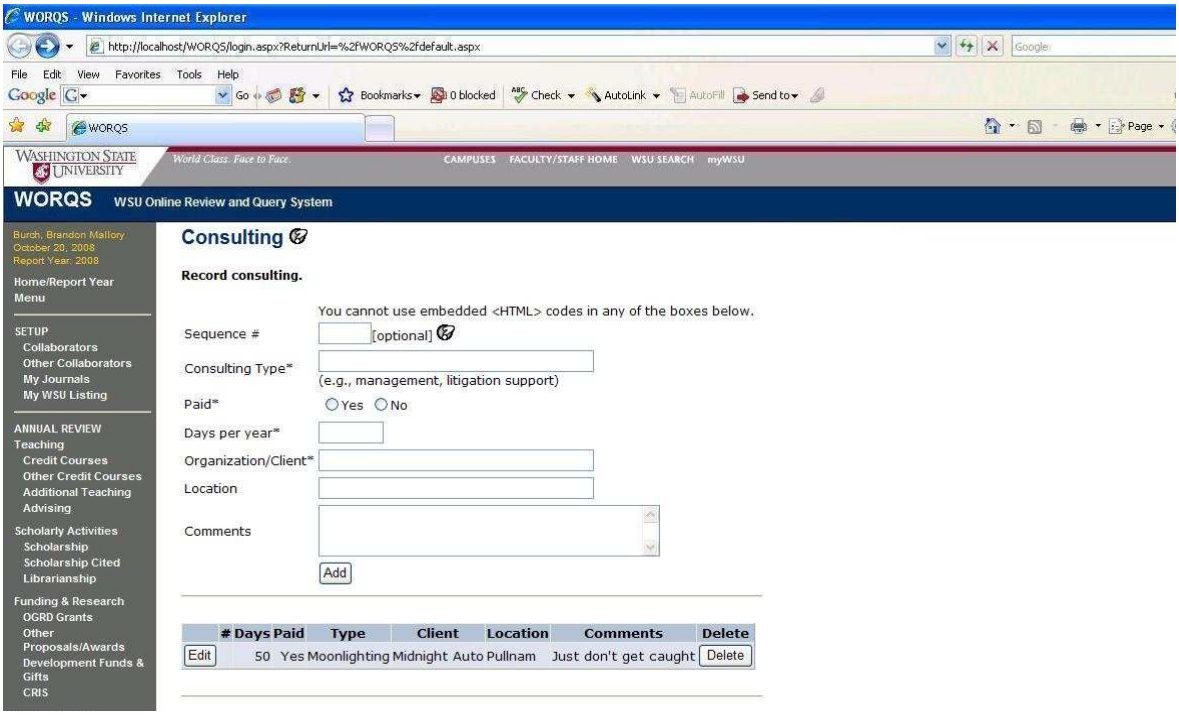
Consulting
Record consulting you conducted, consulting type, if you were paid, days, and organization or client are required.



Consulting type, days per year, and organization or client are required. Click Add to add a new entry. To edit existing entries, click the Edit button. Save edited changes by clicking the Save button.

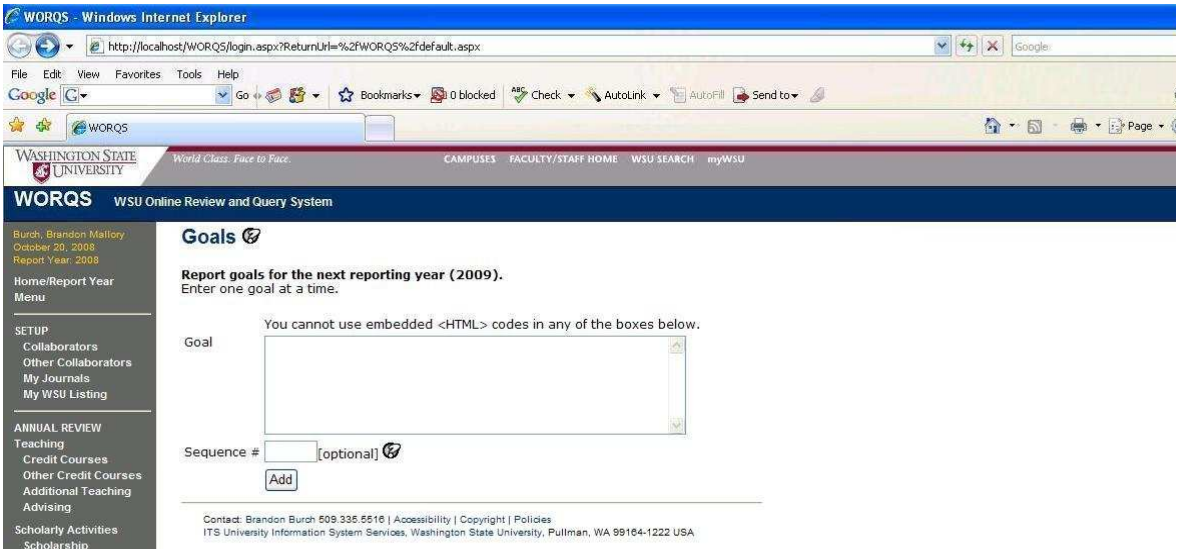


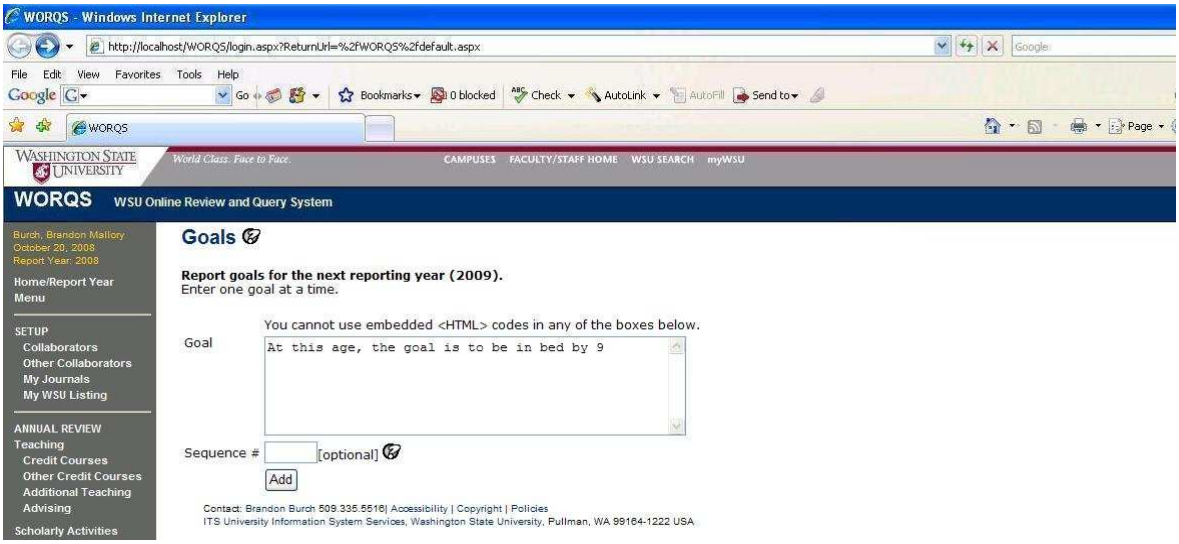
The page following the saving of the data.



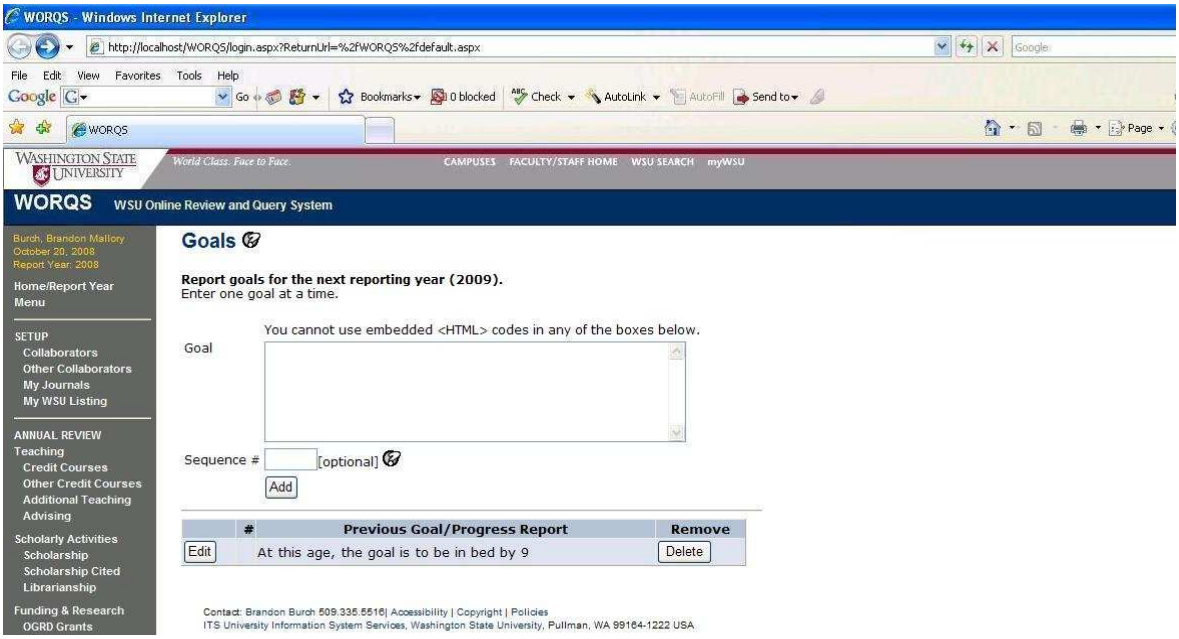
Goals, Progress, Honors

Goals
Enter your professional goals for the upcoming year. These will be listed in your **Progress Reports** in next year's report. Next year, you can describe the work completed toward each goal.



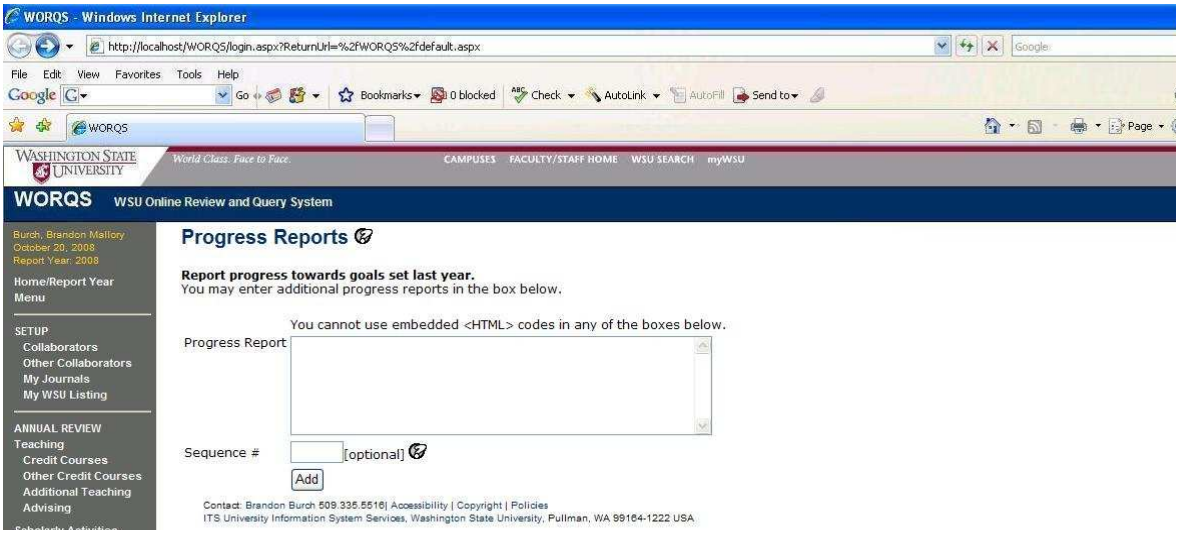


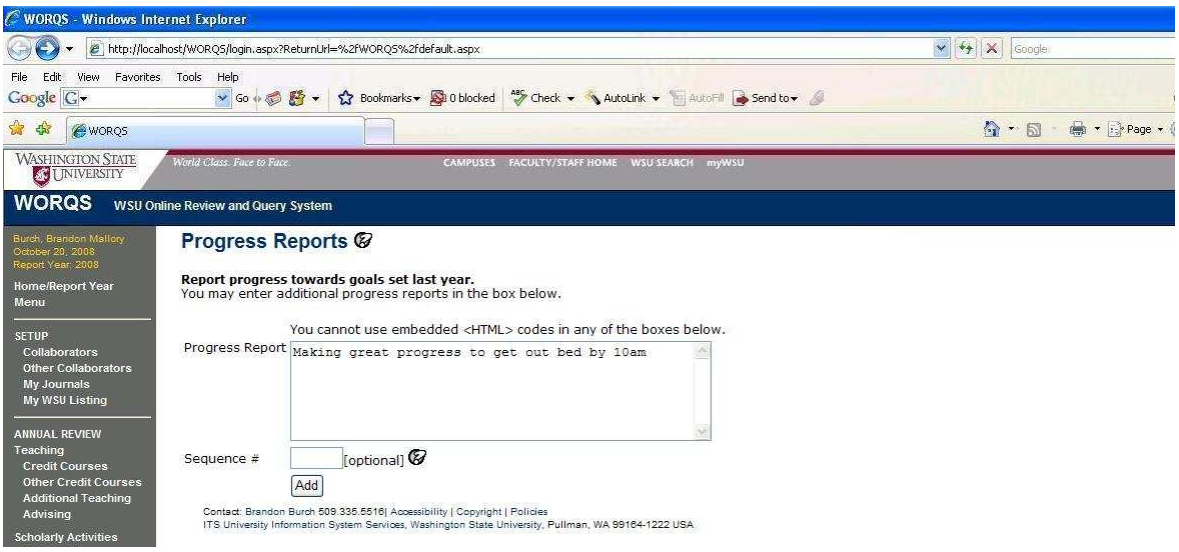
The page following the saving of the data.


WORQS - Windows Internet Explorer
http://localhost/WORQS/login.aspx?ReturnUrl=%2fWORQS%2fdefault.aspx
WORQS
WSU Online Review and Query System
Goals
Report goals for the next reporting year (2009).
Enter one goal at a time.
You cannot use embedded <HTML> codes in any of the boxes below.
Goal
Sequence # [optional]
Add
Previous Goal/Progress Report Remove
Edit At this age, the goal is to be in bed by 9 Delete

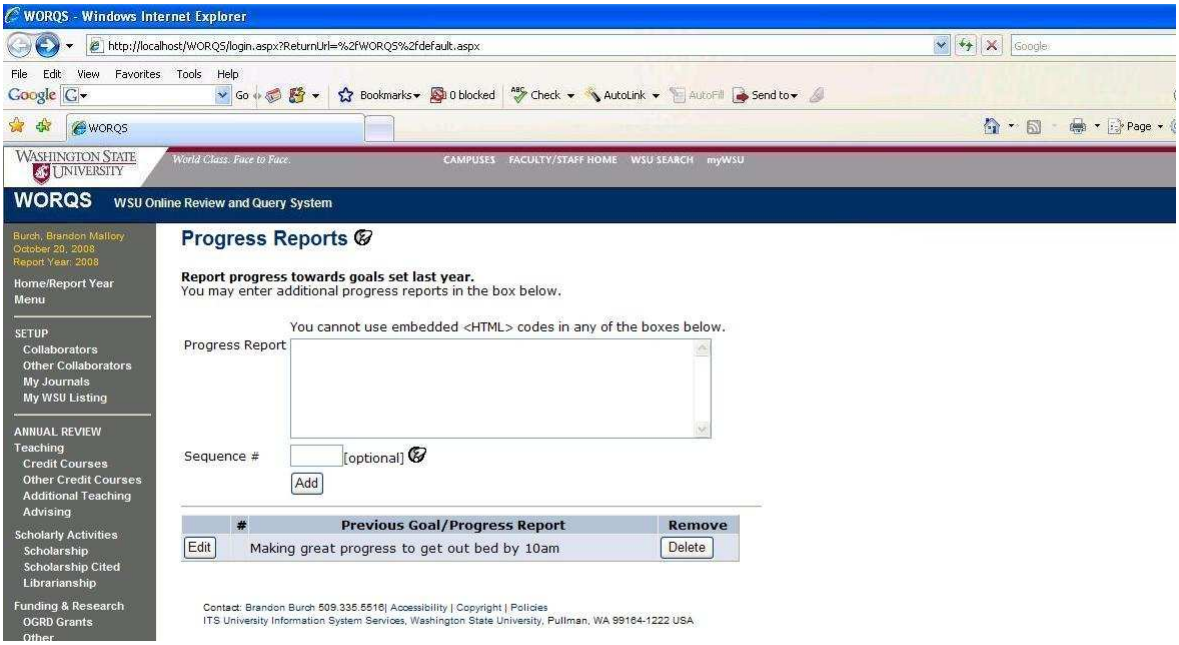
Progress Reports

At the conclusion of any reporting period, it is important to see how previous goals were met and to look ahead to the coming year and set new goals. In this section, report how you met previous goals. Note: there are no goals to report on in the first year you use the system. If there are no goals displayed, or you wish to report progress on a goal that was not identified in the previous year, enter the progress report in the area provided, and click the Add button. To edit existing progress reports, select the Edit button next to the entry in the grid in the lower portion of the page.


WORQS - Windows Internet Explorer
http://localhost/WORQS/login.aspx?ReturnUrl=%2fWORQS%2fdefault.aspx
WORQS
WSU Online Review and Query System
Progress Reports
Report progress towards goals set last year.
You may enter additional progress reports in the box below.
You cannot use embedded <HTML> codes in any of the boxes below.
Progress Report
Sequence # [optional]
Add

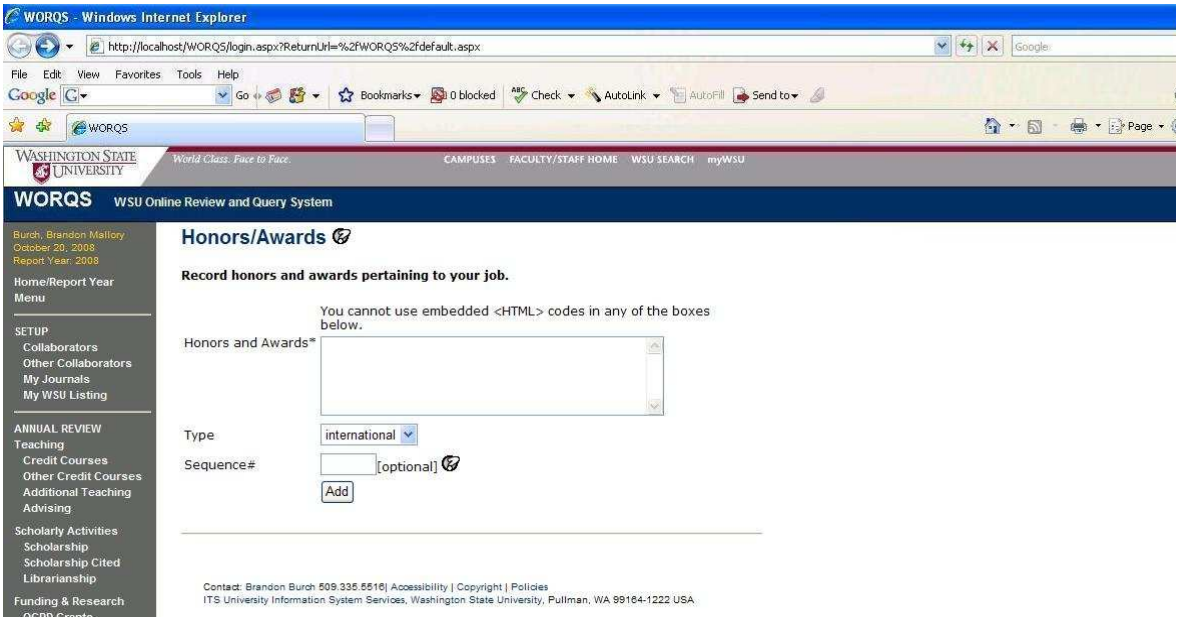

WORQS - Windows Internet Explorer
http://localhost/WORQS/login.aspx?ReturnUrl=%2fWORQS%2fdefault.aspx
WORQS
WSU Online Review and Query System
Progress Reports
Report progress towards goals set last year.
You may enter additional progress reports in the box below.
You cannot use embedded <HTML> codes in any of the boxes below.
Progress Report
Making great progress to get out bed by 10am
Sequence # [optional]
Add

The page following the saving of the data.



Honors/Awards

Throughout the year, many of our faculty and staff demonstrate they are truly "world class" through their achievements, honors, and awards. This section allows you to list professional, service and University-related honors and awards you received during the year. This information is available to everyone who has access to the system.



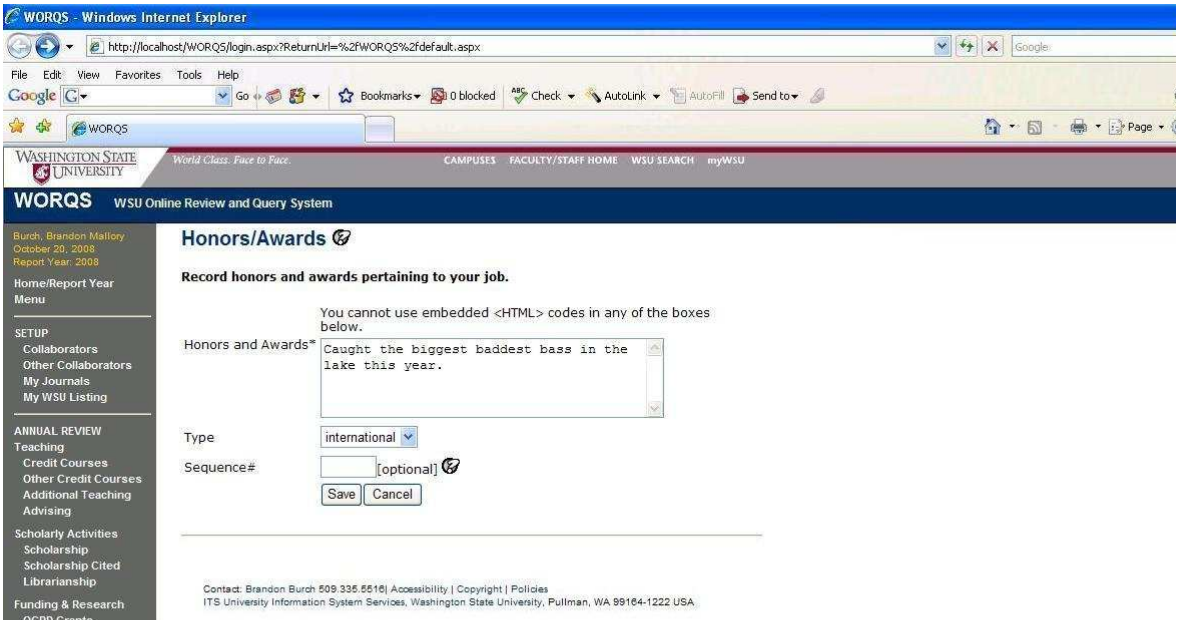
To add a new entry, enter the description in the box provided and select the type of honor or award.

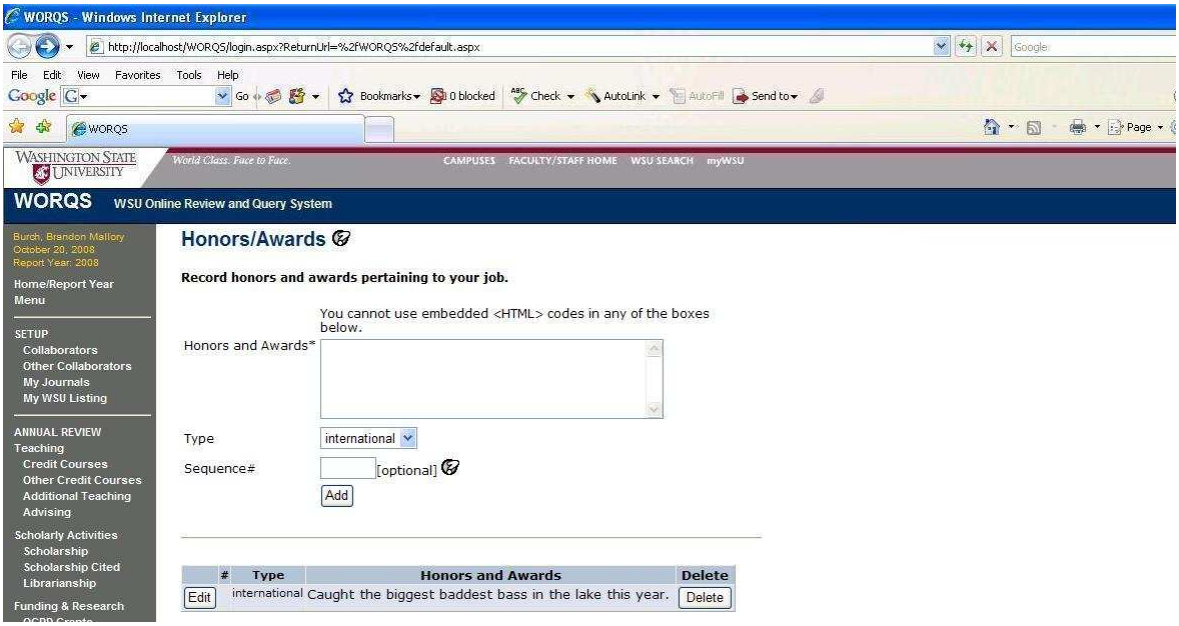
Click the Add button after entering information about each new honor or award.

To edit an existing entry, click the Edit button next to the entry.

To save an edited entry, click the Save button.

The page following the saving of the data.





Professional Development & Membership

Professional Development

Report any professional development activities in which you participated. These are programs, workshops, and classes taken to enhance or further your own professional growth.

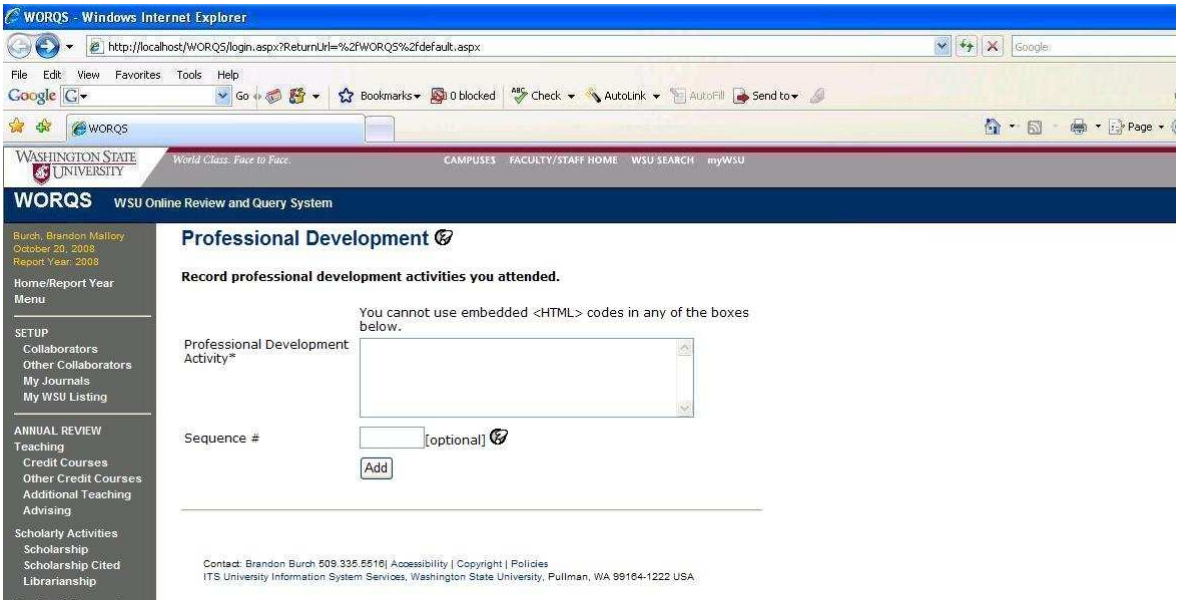
To add a new entry, enter the description in the area provided.

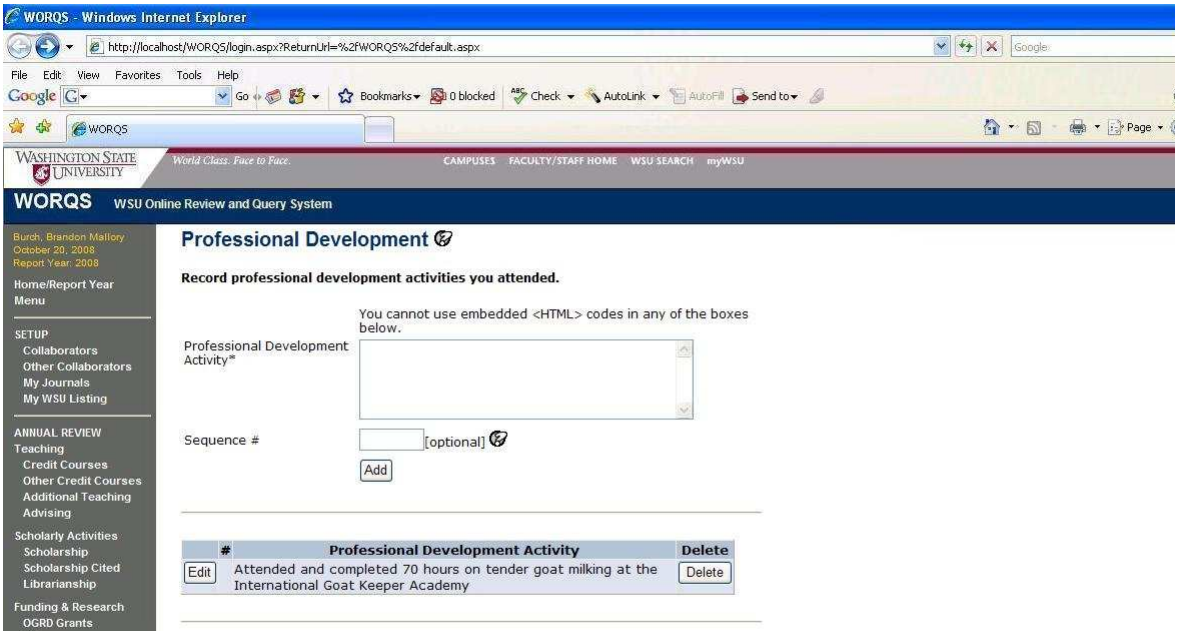
Click the **Save** button.

To edit an existing entry, click the **Edit** button next to the entry.

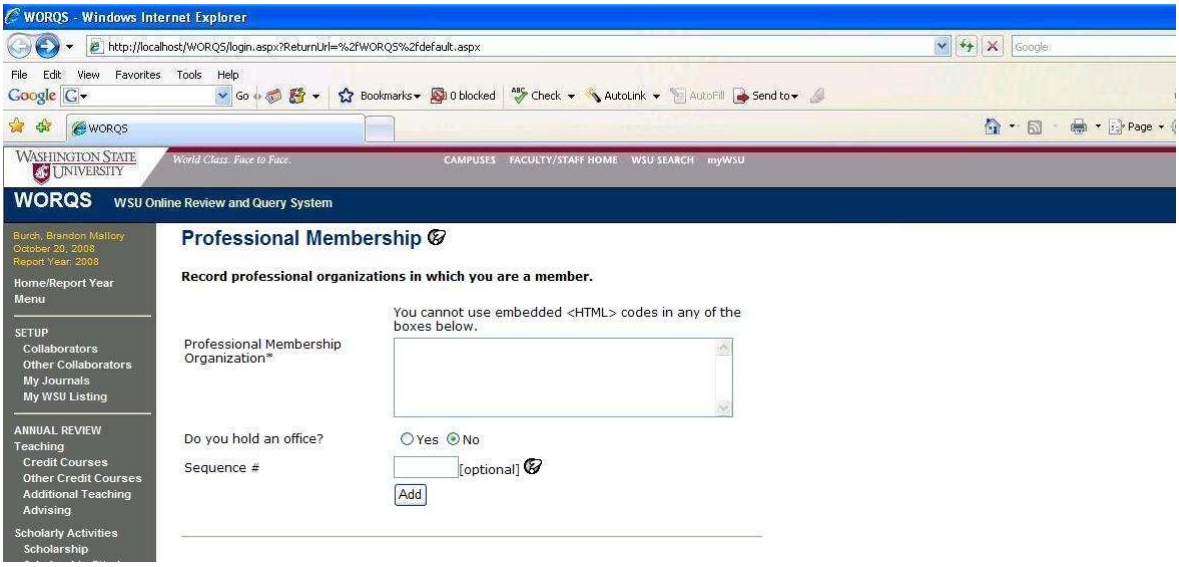
To save an edited entry, click the **Save** button next to the entry.

The page following the saving of the data.





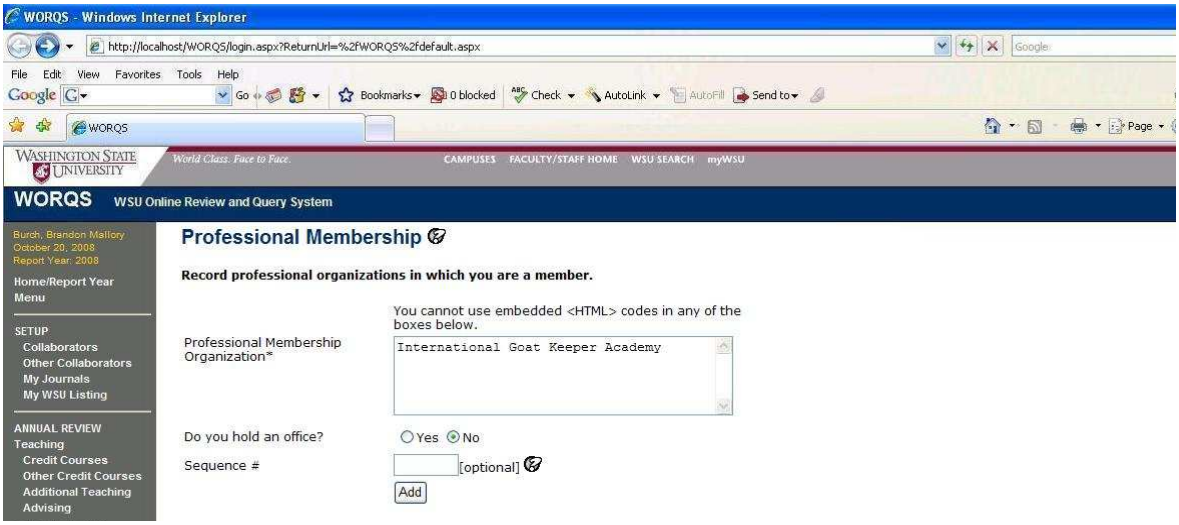
Professional Membership
Report professional organization in which you were a member or held an office.



To add a new entry, enter the description in the area provided.

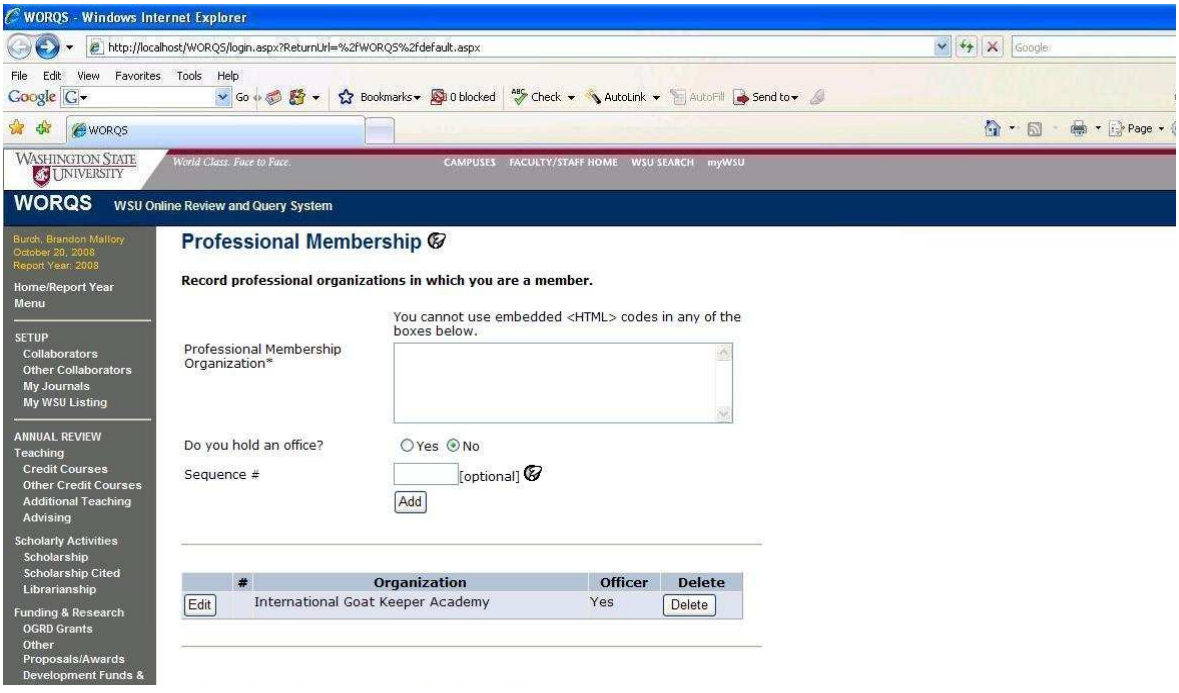
Click the button to indicate whether or not you hold an office in the organization.

Click the Save button.

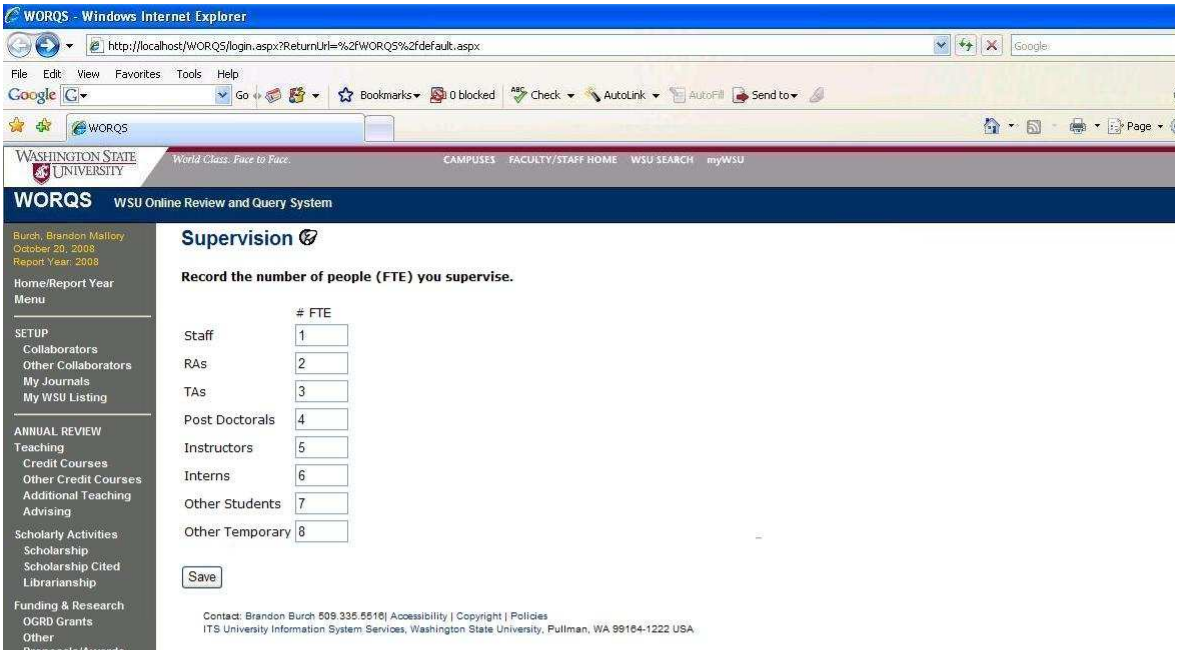


To edit an existing entry, click the Edit button next to the entry.

To save an edited entry, click the Save button next to the entry.



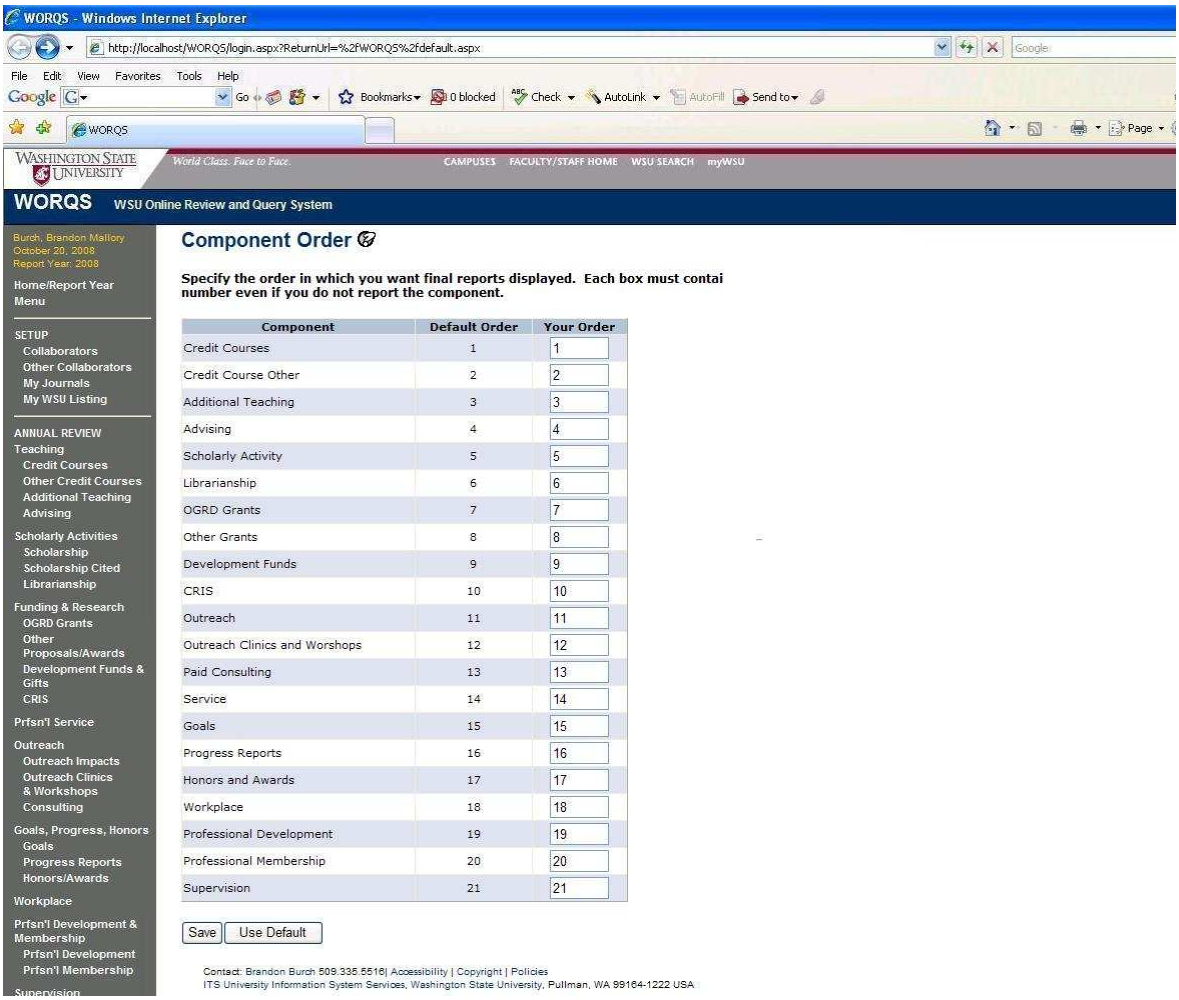
Supervision
If you supervise other employees, use this section to report the number of people you supervise in each category. You may leave boxes blank. Click **Save** to save your entry to the database.



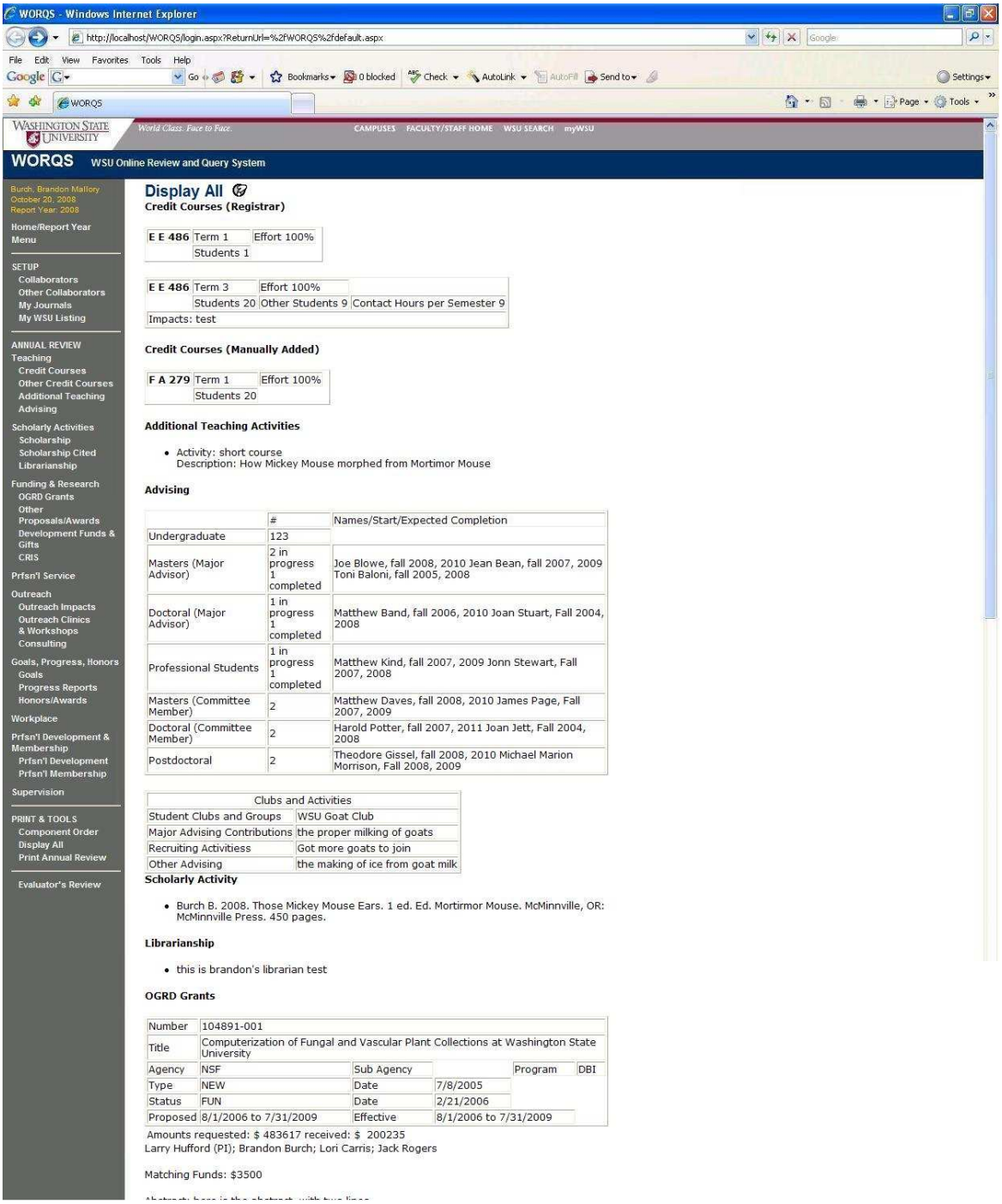
Print & Tools

Component Order
Specify the order in which you want final reports displayed. If you do not make changes and save this page, your entries will be listed in the default order.

To change the component order, enter the order in which you want components listed in the boxes next to each component name. You may use decimal numbers. Your department or area may specify the order in which components are listed.



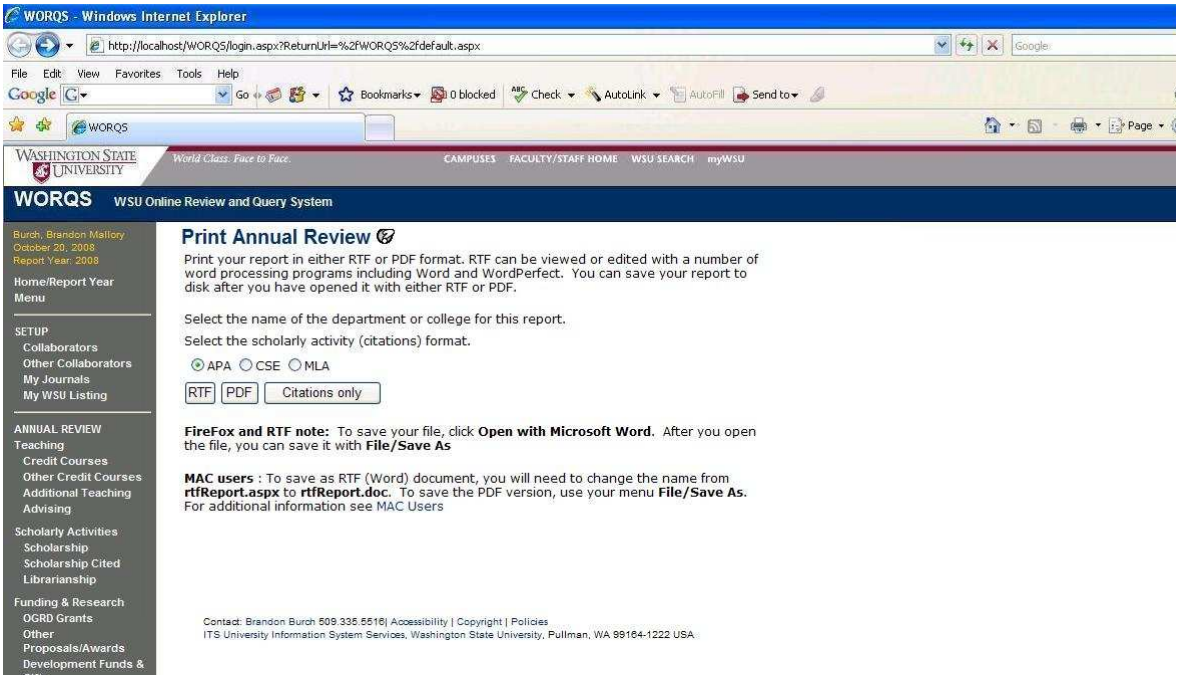
Display All
This page shows all the components in which you have entered information. The information displayed may not be complete and is not in the same format as the final report.


WORQS - Windows Internet Explorer
http://localhost/WORQS/login.aspx?ReturnUrl=%2fWORQS%2fdefault.aspx
WASHINGTON STATE UNIVERSITY
World Class. Face to Face.
CAMPUSES FACULTY/STAFF HOME WSU SEARCH myWSU
WORQS WSU Online Review and Query System
Burch, Brandon Mallory
October 20, 2008
Report Year: 2008
Home/Report Year Menu
SETUP
Collaborators
Other Collaborators
My Journals
My WSU Listing
ANNUAL REVIEW
Teaching
Credit Courses
Other Credit Courses
Additional Teaching
Advising
Scholarly Activities
Scholarship
Scholarship Cited
Librarianship
Funding & Research
OGRD Grants
Other Proposals/Awards
Development Funds & Gifts
CRIS
Prfsn'l Service
Outreach
Outreach Impacts
Outreach Clinics & Workshops
Consulting
Goals, Progress, Honors
Goals
Progress Reports
Honors/Awards
Workplace
Prfsn'l Development & Membership
Prfsn'l Development
Prfsn'l Membership
Supervision
PRINT & TOOLS
Component Order
Display All
Print Annual Review
Evaluator's Review
Display All
Credit Courses (Registrar)
E E 486 Term 1 Effort 100%
Students 1
E E 486 Term 3 Effort 100%
Students 20 Other Students 9 Contact Hours per Semester 9
Impacts: test
Credit Courses (Manually Added)
F A 279 Term 1 Effort 100%
Students 20
Additional Teaching Activities
Activity: short course
Description: How Mickey Mouse morphed from Mortimor Mouse
Advising
Names/Start/Expected Completion
Undergraduate 123
Masters (Major Advisor) 2 in progress 1 completed Joe Blowe, fall 2008, 2010 Jean Bean, fall 2007, 2009 Toni Baloni, fall 2005, 2008
Doctoral (Major Advisor) 1 in progress 1 completed Matthew Band, fall 2006, 2010 Joan Stuart, Fall 2004, 2008
Professional Students 1 in progress 1 completed Matthew Kind, fall 2007, 2009 Jonn Stewart, Fall 2007, 2008
Masters (Committee Member) 2 Matthew Daves, fall 2008, 2010 James Page, Fall 2007, 2009
Doctoral (Committee Member) 2 Harold Potter, fall 2007, 2011 Joan Jett, Fall 2004, 2008
Postdoctoral 2 Theodore Gissel, fall 2008, 2010 Michael Marion Morrison, Fall 2008, 2009
Clubs and Activities
Student Clubs and Groups WSU Goat Club
Major Advising Contributions the proper milking of goats
Recruiting Activitiess Got more goats to join
Other Advising the making of ice from goat milk
Scholarly Activity
Burch B. 2008. Those Mickey Mouse Ears. 1 ed. Ed. Mortimor Mouse. McMinnville, OR: McMinnville Press. 450 pages.
Librarianship
this is brandon's librarian test
OGRD Grants
Number 104891-001
Title Computerization of Fungal and Vascular Plant Collections at Washington State University
Agency NSF Sub Agency Program DBI
Type NEW Date 7/8/2005
Status FUN Date 2/21/2006
Proposed 8/1/2006 to 7/31/2009 Effective 8/1/2006 to 7/31/2009
Amounts requested: $ 483617 received: $ 200235
Larry Hufford (PI); Brandon Burch; Lori Carris; Jack Rogers
Matching Funds: $3500

Print Annual Review
Use this page to print or save your report to disk. If you have appointments in multiple colleges, you can specify which will headline your report (i.e., tailor per request). You must also specify the format for your scholarship citations. The choices are APA (American Psychological Association), CSE (Council of Science Editors), and MLA (Modern Language Association).

Specify the report format. RTF (Rich Text Format) will display the document that can be opened and edited with many text processors including Word and Word Perfect. PDF (Portable Document Format) files cannot be edited.

If your director requests an electronic copy of your report, select the format and then save the document to your computer. You can attach the file to an e-mail.


WORQS - Windows Internet Explorer
http://localhost/WORQS/login.aspx?ReturnUrl=%2fWORQS%2fdefault.aspx
WASHINGTON STATE UNIVERSITY
World Class. Face to Face.
CAMPUSES FACULTY/STAFF HOME WSU SEARCH myWSU
WORQS WSU Online Review and Query System
Burch, Brandon Mallory
October 20, 2008
Report Year: 2008
Home/Report Year Menu
SETUP
Collaborators
Other Collaborators
My Journals
My WSU Listing
ANNUAL REVIEW
Teaching
Credit Courses
Other Credit Courses
Additional Teaching
Advising
Scholarly Activities
Scholarship
Scholarship Cited
Librarianship
Funding & Research
OGRD Grants
Other Proposals/Awards
Development Funds &
Print Annual Review
Print your report in either RTF or PDF format. RTF can be viewed or edited with a number of word processing programs including Word and WordPerfect. You can save your report to disk after you have opened it with either RTF or PDF.
Select the name of the department or college for this report.
Select the scholarly activity (citations) format.
APA CSE MLA
RTF PDF Citations only
FireFox and RTF note: To save your file, click Open with Microsoft Word. After you open the file, you can save it with File/Save As
MAC users : To save as RTF (Word) document, you will need to change the name from rtfReport.aspx to rtfReport.doc. To save the PDF version, use your menu File/Save As.
For additional information see MAC Users
Contact: Brandon Burch 509.335.5516| Accessibility | Copyright | Policies
ITS University Information System Services, Washington State University, Pullman, WA 99164-1222 USA

Component Summary

WORQS	Component
Collaborators	Select WSU co-authors, collaborators, and team members.
Other Collaborators	Add non-WSU co-authors, collaborators, and team members.
My Journals	Add journals to which a faculty member submits articles. Maintained by the libraries.
My WSU Listing	Personnel information as stored in the WSU active directory.
Credit Courses	Credit course information downloaded from the Registrar. You may add optional information.
Other Credit Courses	Credit course information on courses that were NOT included in the data downloaded from the Registrar.
Additional Teaching	Report teaching activities not included in credit courses (e.g., critique, guest lecture, short course, student accomplishments).
Advising	Report numbers of students advised (undergrads, MS, PhD, postdoctoral). Also report other advising and recruiting.
Scholarship	Report scholarly activity (e.g., books, articles, patents, posters, etc.)
Librarianship	Special component available only to librarians. Report on areas of responsibility.
OGRD Grants	Grant information downloaded from OGRD. You may add research information.
Other Proposals/Awards	Report grants submitted, funded, or denied that were not submitted through OGRD. Also includes research information.
Development Funds	Report development funds and gifts received.
CRIS	CRIS data downloaded from the Agricultural Research Center.
Outreach Impacts	Specify if this is a WSU Extension report, provide its title, what issues it addresses, and the impacts.
Outreach Clinics & Workshops	Report on clinics or workshops conducted.
Consulting	Report on consulting.
Professional Service	Report service (department, college, university, public, journal article review, etc.).
Goals	Add new goals for the upcoming year.
Progress Reports	Progress report on previous year's goals.
Honors/Awards	Report professional, service, and University-related honors and awards.
Professional Development	Report on programs, workshops, and classes taken to enhance or further your own professional growth.
Professional Membership	Report on professional organizations in which you are a member or officer.
Supervision	Report on numbers of personnel supervised.
Component Order	Specify the order in which report components will be printed.
Display All	Display data entered as a single Web page.
Print Annual Review	Print entire report in RTF or PDF format.